GRAHAM
The North Star of TEXAS

Certificate of Occupancy Inspection Information

NOTE: A **BUILDING PERMIT** is required for any **alteration or construction work.**

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application.
2. Return application to the city and pay fee.
3. Request a Certificate of Occupancy inspection from Bureau Veritas.
   Phone: (817) 335-8111 / (972) 980-8401 / toll free (877) 837-8775
   Fax: (817) 335-8110 / (972) 980-8400 / toll free (877) 837-8859
4. Post your approved permit application (Tape to door or window).
5. Have space or building open from the hours of 8:00 a.m. – 5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

1. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electric panel, which serves that space.
5. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Added electrical fixtures and outlets must comply with the National Electric Code.
8. Hose bibs should have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be properly vented and installed.

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(940) 549-3352

429 4th Street
Graham, Texas 76450

Certificate of Occupancy Application

Project Information Permit # _____

Name/Description: _____

Project Address: _____ Sq. Ft. _____

Lot: _____ Block: _____ Subdivision: _____

INTENDED USE OF SPACE: _____

Owner Information

Company Name: _____ Contact Person: _____

Street Address: _____

Phone Number: _____ Fax Number: _____ Mobile Number: _____

Tenant Information

Company Name: _____ Contact Person: _____

Street Address: _____

Phone Number: _____ Fax Number: _____ Mobile Number: _____

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Approved By:		Date Approved:	

Permit Fee: _____

Issued Date: _____

Issued By: _____

BV Project # _____