



City of Haltom City  
4801 Haltom Rd. Haltom City, Texas, 76117  
Planning & Community Development  
Telephone - 817-222-7730

**CERTIFICATE OF OCCUPANCY APPLICATION**

**\$100.00 FEE (non-refundable)**

DATE: \_\_\_\_\_

**BUSINESS INFORMATION**

HALTOM CITY PROPERTY ADDRESS: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

BUSINESS PHONE #: \_\_\_\_\_ # OF EMPLOYEES ON SITE \_\_\_\_\_

OCCUPANCY (type of business): \_\_\_\_\_

CONTENTS (office, warehouse, etc.): \_\_\_\_\_

BUSINESS OWNER NAME: \_\_\_\_\_

BUSINESS OWNER EMAIL: \_\_\_\_\_

BUSINESS OWNER HOME ADDRESS: \_\_\_\_\_

BUSINESS OWNER PHONE # (after hours): \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ DL STATE: \_\_\_\_\_

TEXAS SALES AND USE TAX I.D. or FEDERAL ID NUMBER: \_\_\_\_\_

- ☐ MUST PROVIDE COPY OF CERTIFICATE
- ☐ HALTOM CITY MUST BE REGISTERED ON THE SALES AND USE TAX PERMIT

**PROPERTY OWNER/LANDLORD INFORMATION**

PROPERTY OWNER NAME \_\_\_\_\_

PROPERTY OWNER EMAIL \_\_\_\_\_

PROPERTY OWNER ADDRESS \_\_\_\_\_

PROPERTY OWNER PHONE # \_\_\_\_\_

**PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS**

- ☐ New Business  
☐ Relocation from other Haltom City location – current location address \_\_\_\_\_  
☐ Change of Ownership of Business  
☐ Additional Space – current location address \_\_\_\_\_

How many square feet will be in the building or lease space? \_\_\_\_\_

YES NO Are you enlarging an existing tenant space by combining suites?  
If yes, list the spaces being combined: \_\_\_\_\_

YES NO Will you store, use, dispense or mix flammable or combustible liquids for purposes other than maintenance or operation of equipment in excess of 10 gallons?  
If yes, specify the type of product and maximum quantities (use separate sheet if necessary):  
\_\_\_\_\_

YES NO Will there be any spray painting on the premises?

YES NO Will you handle or use any hazardous or toxic chemicals such as, but not limited to, oxidizers, corrosive liquids, poisonous gases or radioactive materials?  
If yes, specify the type and maximum quantities (use separate sheet if necessary):  
\_\_\_\_\_

YES NO Will a principal use of the building or tenant space be used for storage?  
If yes, what percentage? \_\_\_\_\_  
List the materials to be stored: \_\_\_\_\_  
How high will the materials be stored? \_\_\_\_\_

YES NO Will the materials be stored in racks?

YES NO Will the building be equipped with any of the following fire protection equipment:  
☐ automatic fire sprinkler ☐ automatic fire alarm or smoke detectors ☐ standpipe system

YES NO Will food or beverages be manufactured, packaged, stored, distributed, sold or prepared in any manner other than vending machines?

YES NO Will a swimming pool be located on the premises?

YES NO Will a septic tank be used on the premises?

YES NO Will a grease trap or sand trap be used on the premises?

YES NO Will any goods, merchandise and/or raw materials be displayed or stored outdoors?

YES NO Will you be performing any of the following processes on the premises?  
☐ manufacturing ☐ treating ☐ formulation/mixing/processing ☐ vehicle washing ☐ welding

YES NO Will any liquid waste or sludge be generated which will not be disposed of in the sewer system?

YES NO Will any form of waste water pre-treatment be utilized at this facility?  
If yes, briefly describe on an attached sheet.

YES NO Will combustible dust be generated?

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MUST PROVIDE COPY OF OCCUPANT'S DRIVER'S LICENSE I.D.**

**CERTIFICATE OF OCCUPANCY**  
**ZONING REQUIREMENTS**

**PAVED PARKING AREAS:** Section 31 A. – All land uses must provide paved parking areas at the time of the issuance of the certificate of occupancy. This includes visibly striped parking spaces and fire lanes. One parking space shall be specifically designed, located and reserved for the use by the handicapped.

**DUMPSTER OR TRASH RECEPTACLE:** Section 32.B.3. – Except for one and two family dwellings, garbage storage areas shall be visually screened by a six-foot (6') high solid fence on all sides and shall be located at the rear of the facility.

**SOLID WASTE/TRASH REMOVAL:** Section 42-9a (City Code) – Every owner, tenant or lessee of a building used for business, commercial or industrial purposes shall arrange for the removal of garbage and refuse from the premise.

**IMPORTANT**

**IT IS THE RESPONSIBILITY OF EVERY OWNER, TENANT OR LESSEE OF A BUILDING USED FOR COMMERCIAL OR INDUSTRIAL PURPOSES TO ARRANGE FOR COMMERCIAL REFUSE SERVICE AND PROVIDE FOR ALL THE ABOVE-LISTED CRITERIA AT THE TIME OF ISSUANCE OF A CERTIFICATE OF OCCUPANCY.**

**AS OWNER, TENANT OR LESSEE, I HAVE READ AND UNDERSTAND THE ABOVE-LISTED REQUIREMENTS \_\_\_\_ OWNER \_\_\_\_ TENANT \_\_\_\_ LESSEE**

SIGNATURE:\_\_\_\_\_ DATE:\_\_\_\_\_

PRINTED NAME OF ABOVE:\_\_\_\_\_

CONTACT PHONE NUMBER OF ABOVE:\_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**A TAX I.D. IS REQUIRED BEFORE C.O. CAN BE PROCESSED**

## Letter of Intent

Name of Business \_\_\_\_\_

Business Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Hours of Operation \_\_\_\_\_

Number of Employees \_\_\_\_\_

Describe your business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# HALTOM FIRE/RESCUE

5525 Broadway Ave, Haltom City, Texas 76117 • Phone: (817) 759-8660

---

## Check List V

### Final Fire Inspection for Certificate of Occupancy

The Haltom City Fire Marshal's Office is required to perform a final fire inspection before the certificate of occupancy is issued. The following is a general list of items that will be inspected, in order to insure all Life Safety and Fire Codes adopted by the City of Haltom City are met.

This inspection may not be limited to the items listed below, depending upon the occupancy type. These items must be maintained or in place in order to pass the inspection.

1. All doors, door swings, door closers, door hardware, and force-to-open doors shall be maintained in proper working order.
2. All means of egress (exits) shall be clear and unobstructed. In a multi-story building with stairs, all stairs shall be maintained and unobstructed. No storage allowed in stairwells or under staircases.
3. All emergency lights and exit lighting shall be maintained in working order. These lights shall operate on normal electrical power and on battery back-up power. Exception: buildings provided with an emergency back-up generator.
4. If a building is required to have a sprinkler system, a copy of the certification test and any annual certification letters shall be provided to the Fire Inspector upon request.
5. If the building is required to have a Fire Alarm system, a copy of the certification test and any annual certification letters shall be provided to the Fire Inspector upon request.
6. If the building is required to have a Hood Suppression system, a state licensed hood system company shall service the system and supply a certification letter upon request. The hood, ductwork, fan and filters shall be cleaned and if a cleaning service is used, a certificate showing date of cleaning shall be maintained on the premises.
7. Smoke and duct detectors shall be maintained in proper working condition, also with any certification letters made available to the Fire Inspector.
8. All fire extinguishers (5 to 10 lb ABC) shall be maintained by a State of Texas licensed fire extinguisher company and shall have a current inspection tag signed and dated by the company. Haltom City Fire Inspectors do not perform maintenance on fire extinguishers.
9. In addition to the above mentioned fire extinguishers, if your place of business has a kitchen, you must also have a "Class K" fire extinguisher.

10. Any storage near electrical panels and/or mechanical equipment shall be no closer than 30 inches from the equipment. Each breaker in the panel box shall be labeled.
11. Storage of any hazardous materials as defined by the Fire Code shall be permitted by the Haltom City Fire Marshal's Office and stored properly.
12. Extension cords are allowed on a temporary basis only. Temporary is defined as not more than 30 days.
13. All interior finishes required by the International Fire Code 2015 shall be maintained.
14. All storage and housekeeping practices shall be in neat order and cleanly maintained.
15. Occupant load signs shall be maintained and clearly visible in the area for which they apply. (If required)
16. In a tenant space, ceiling tiles shall be removed in a manner suitable for the Fire Inspector to thoroughly inspect existing tenant demising walls (If not completed at the 80% inspection, the Fire Inspector may request a ladder for better access.)
17. International Fire Code section 506 Key Boxes: All commercial buildings must have a Knox Box (contact Fire Marshal's Office for order information or order online by going to [www.knoxbox.com](http://www.knoxbox.com))
18. Fire hydrants and Fire Department connections must be free and clear of obstructions and in proper working order.
19. Address and/or street numbers must be posted and visible also to include suite number or letters where they may apply. (Minimum of 4 inches)
20. Correct facility information must be provided: name, address, phone number, owner name, address and phone number. If the address is not provided during the inspection, the C.O. will not be issued.