



TECHNICAL BULLETIN
Planning & Development Services (P&DS)
TOPIC: Certificate of Occupancy
Application Review & Inspection Procedures
Updated: January 3, 2024

This technical bulletin provides general information about the Certificate of Occupancy (CO) application review and inspection process. A building or tenant space may not be occupied, and the business may not be operated, until the CO is issued. Applying for a CO is not a guarantee that a CO will be issued. For any questions about zoning and land use, please visit our website at Arlingtontx.gov, **Planning & Development Services Department** or the **One Start Center (817-459-6502)** located on the second floor of City Hall. **Once all inspections have passed, the issued CO will be automatically emailed to the tenant of the business.**

Change of Use - if you are applying for a CO application for a **new use** or a **use different from the previous use**, you will be asked to provide additional information. Click [HERE](#) for the Change of Use Technical Bulletin. The Building Code review will focus on (but not limited to) exiting, occupant loads, fire sprinkler and alarm requirements, plumbing fixture requirements and parking. The Planning Review will include parking requirements, signs and enhanced landscaping and general use. The review may trigger a requirement for a commercial building permit and/or denial of the CO application. CO inspections **WILL NOT** be scheduled until all reviews are completed.

Required Inspections:

Department	New Tenant	Existing Bus/New Owner	Same Bus Owner/New Bus Name	Clean & Show	Shell Bldg / House Lights	Expanding Lease Space
P&DS	X	X		X	X	X
FD	X	X	X		X	X

P&DS / Building Inspections Division – The CO application review may take approximately 2-3 business days. The CO inspections may be automatically scheduled for the next business day after the application has been reviewed and approved; the fees are paid; and only if the applicant checked ***“YES, I am ready for an inspection.”*** If the applicant checked ***“NO, I will request an inspection at a later date,”*** then it is the applicant's responsibility to request the inspection on-line at arlingtonpermits.com. It is also the applicant's responsibility to ensure that the building is open to the Building Inspector at the time of inspection. On the day of the inspection when the Inspector has routed their inspections for the day, the applicant will receive an email with a two-hour window for the inspection.

- How to request inspections - Log in to arlingtonpermits.com to request inspections.
- Inspections requested before 7:00 a.m. will be performed the same business day.
- Inspections requested after 7:00 a.m. will be performed the following business day.
- The Building Inspector will inspect the premises to verify compliance with all applicable building codes.
- **The Building Inspector must have complete access to all areas of the building to conduct the CO inspection.** No one is required to accompany the inspector on the inspection at locations where complete access has been provided.

Fire Department – A Fire Inspector will inspect the premises to verify compliance with all applicable Fire Codes. Call **817-459-5539** to schedule a Fire inspection. It is the applicant's responsibility to ensure that the building is open to the Fire Inspector at the time of inspection.

Code Compliance - A Code Compliance Officer will inspect all CO applicants on **Multi-Family** structures for **New Name** or **New Ownership**. Applicants must call the Code Compliance Officer assigned to the property to schedule the CO inspection. Neither Building Inspections nor Fire Department will perform CO inspections on existing multifamily structures.