



TECHNICAL BULLETIN
Planning & Development Services
Building Inspections Division

TOPIC: Certificate of Occupancy Change of Use

This Technical Bulletin is intended to provide contractors, developers and business operators with information related to changing the use or nature of the business. The documentation is used to determine if the proposed new use meets the requirements of the International Building Code and the City of Arlington Unified Development Code (UDC).

Building code review will specifically focus on (but not be limited to) exiting, occupant loads, fire sprinkler and fire alarm requirements, plumbing fixture requirements and parking. UDC review will include parking requirements and in some zoning districts, signs, enhanced landscaping and general use.

Certificate of Occupancy application will require a review of the following information to be submitted. The review of this information may trigger a requirement for a building permit to be submitted, which must have final approval prior to the Certificate of Occupancy being issued. Inspections **WILL NOT** be scheduled until the application is approved.

DOCUMENTATION REQUIREMENTS

All documents must be scaled and dimensioned to a verifiable engineer or architects scale and be clearly legible without the use of magnification

SITE / PROPERTY LAYOUT

- all building footprints, dimensioned; labeled with gross square footage; showing orientation of entrances, streets labeled and property access
- all property boundaries and easements
- all parking spaces on this property shown with accessible spaces indicated
- for multi-tenant properties, provide a building locator plan with all tenant spaces labeled (suite number and tenant use)

FLOOR PLAN OF TENANT SPACE

- all interior walls indicated, rooms/spaces labeled
- all entrances/exit doors shown (indicate the direction of swing)
- all plumbing fixtures (toilets, urinals, sinks, drinking fountains, service sinks, etc)
- Parking analysis worksheet completed

If you have specific questions, please contact at (817) 459-6502.

See the attached sheets for examples.