

### Certificate of Occupancy Application Continued

This sheet is provided for your information by the Planning and Development Department for code compliance to receive a Certificate of Occupancy. **You are responsible for contacting the Permit Tech at 254-918-1213, or email [Permits@stephenvilletx.gov](mailto:Permits@stephenvilletx.gov) for all inspection.**

1. Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared in any manner other than vending machines?  
 Yes  No (If so, grease trap shall be installed.)
2. Will alcoholic beverages be sold for consumption on the premises?  Yes  No
3. Will used goods be sold on the premises?  Yes  No
4. Will any goods or merchandise be displayed outdoors?  Yes  No
5. Will there be any spray painting on the premises?  Yes  No
6. Will any goods, merchandise, raw materials, oil, or chemicals be stored outdoors?  Yes  No
7. Will you store, dispense, or mix flammable or combustible liquids for purposes other than maintenance for operation of equipment?  
 Yes  No If so, specify the type of product:
8. Will you handle or use any hazardous or toxic chemicals such as, but not limited to, oxidizers, corrosive liquids, poisonous gases, and radioactive materials?  
 Yes  No If so, specify the type of product: \_\_\_\_\_
9. If you will be performing any of the following processes on the premises, please check those activities:  
 Manufacturing  Treating  Vehicle Washing  Formulation / mixing
10. Will any liquid wastes or sludge be generated which is hauled off site?  
 Yes  No To city sewer system?  Yes  No
11. Will any form of waste water pre-treatment be utilized at this facility? (grease interceptor, sand/grit trap, oil/water separator, neutralized.)  Yes  No
12. Will combustible dust be generated?  Yes  No
13. If you have warehouse storage, complete the following:  
A. What materials will be stored? \_\_\_\_\_ B. How high will materials be stacked? \_\_\_\_\_
- C. Will the materials be stored in racks?  Yes  No
14. Number of parking spaces: \_\_\_\_\_ Are parking spaces properly striped.  
 Yes  No
15. Number of handicapped parking spaces: \_\_\_\_\_ If none, will you provide handicapped spaces (if required)?  Yes  No
16. Please be aware that a separate permit is required for signage.
17. Please be aware that a separate permit may be required for wastewater discharge.
18. Please be aware a separate permit is required for food service.

Should you have any questions, please feel free to call.

Karen Wilkerson- Permit Tech -254-918-1213

Harold Sandel- Building Official -254-918-1214 Terry Adams - Building Inspector - 254-918-1270

Gregg Schruppf -Fire Marshal- 254-918-1202 Johnny Davis- Pretreatment Coordinator 254-965-3668

Below is a checklist of items the Fire Marshal will be reviewing during your Certificate of Occupancy inspection. **It would be a good idea for you to review this checklist and attempt to make any necessary repairs prior to the inspection.** Please be advised that the Fire Chief may require you to make additional repairs that are not included on this checklist (and some of the items on this list may not apply to your business).

1. Address is visible and legible from street or road fronting the property with a minimum 6" numbers/letters, 12" for large commercial on fixed surface (not entry doors).
2. Exit doors open freely and have panic hardware or must have sign on the door stating "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED". Sign to be minimum of 1" letters on contrasting background affixed to interior of door at 3' – 5' height from floor or immediately adjacent to door. (Some occupancies are required to have panic hardware.)
3. Exit doors have lighted/luminous exit signs.
4. Emergency lighting is in place and operating properly.
5. Working smoke detector is mounted in each restroom, sleeping room, and mechanical / janitorial room.
6. Breakers in panel are each labeled clearly and no obstructions are in front of panel. 36" clearance is required.
7. No extension cords or multi-plug adapters are in use, power strips with approved surge protector / fuse are acceptable.
8. Sufficient fire extinguishers with current inspection tags are mounted with proper signage. Smallest extinguisher accepted is 2A 10BC for commercial occupancy.
9. Exits, hallways and corridors used in connection with an exit are clear of obstructions and/or storage.
10. Mechanical, electrical, sprinkler riser and FACP rooms are orderly and free of combustible material and shall be labeled.
11. Flammable/combustible liquids/oily rags are stored in approved containers/locations.
12. Electrical wiring and equip. are in safe condition. All outlets and fixtures must have approved covers, no bare/exposed bulbs or wires.
13. Storage areas are clean and orderly. Storage is kept a minimum of 2 feet below ceiling and 18" below sprinkler heads.
14. Attic spaces are free from storage of combustible material (unless separated with 1-hour fire resistive construction).
15. Fire alarm system, if installed, is operable and has a current inspection tag.
16. Automatic fire doors, if installed, work as designed.
17. Vent-a-Hood extinguisher system is clean, free of grease buildup, and has a current inspection tag.
18. If Vent-a-Hood system is installed a Class K extinguisher is present, mounted, and appropriate distance from system, with a current inspection tag.
19. Sprinkler system, if installed, has current inspection tag.
20. Emergency fuel shut off switch is present and labeled.
21. All gas meters, regulators, and gas piping exposed to traffic are suitably protected.
22. Knox box, if required, has working keys to the building.
23. Perimeter of building is free of accumulation of weeds, grass, trash, etc.
24. Fire lanes and fire apparatus access roads are unobstructed, maintained, and visibly striped.

**City of Stephenville**  
**Application for Certificate of Occupancy**

Application for Certificate of Occupancy is made to the Building Official of the City of Stephenville, TX, for authorizing the use of vacant land or building at:

Address of Use: \_\_\_\_\_

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

Building Use, Description of Business, Facility Activities, or Plant Operations: \_\_\_\_\_

Square Footage of Building: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Occupant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Occupant Mailing Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**REVOCATION:** The Building Official may, in writing, suspend or revoke a Certificate of Occupancy issued under the provisions of this ordinance whenever the Certificate of Occupancy is issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this ordinance or the most current International Building, International Electrical, International Mechanical, International Fire, and/or International Plumbing Codes, and/or State/Local Health Laws. Also, in accordance with Section 1004.3, of the 2015 International Building Code, Posting of the Occupant Load, every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent. I hereby certify that I have read the above information and know the same to be true and correct.

\*The City of Stephenville is currently under the 2015 Edition of the International Plumbing Code, the 2015 International Electrical Code, the 2015 International Building Code, the 2015 International Mechanical Code, and the 2015 International Fire Code.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL USE ONLY**

Land Use Classification (From Permitted Land Use Table): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Is This A Permitted Use? \_\_\_\_\_

Occupancy Group: \_\_\_\_\_ Occupancy Load \_\_\_\_\_

Date Released To TXU: \_\_\_\_\_ Water: \_\_\_\_\_

Sprinkler System Provided: \_\_\_\_\_ Required: \_\_\_\_\_ Construction Type: \_\_\_\_\_