



## CERTIFICATE OF OCCUPANCY APPLICATION

**A detailed floor plan is required with this application.**

This application needs to be filled out in full before it can be reviewed. The review process can take up to fifteen business days.

Once all requirements are met and all inspections are passed, the C/O will be issued.

### APPLICATION TYPE (check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> New Construction  | <input type="checkbox"/> New Tenant          | <input type="checkbox"/> Change of Use  |
| <input type="checkbox"/> Existing Building | <input type="checkbox"/> Change of Ownership | <input type="checkbox"/> Change of Name |
| <input type="checkbox"/> Change of Address |  |   |

### BUSINESS/OCCUPANCY INFORMATION

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

Physical Address: \_\_\_\_\_

Ste. #: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot: \_\_\_\_\_

Block: \_\_\_\_\_

# of Stories: \_\_\_\_\_

Occupancy Sq. Ft: \_\_\_\_\_

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

Ste. #: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Type of Business/Usage: (Be specific on type of office, products, goods, activity, services.)  
\_\_\_\_\_  
\_\_\_\_\_

### PROPERTY OWNER INFORMATION

Owner Contact Name: \_\_\_\_\_

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

Ste. #: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Phone: \_\_\_\_\_

### PLEASE ANSWER THE FOLLOWING QUESTIONS:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Are there sprinkler systems in place?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is there a working fire alarm?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be any additions, alterations, or renovations to the interior/exterior of the building? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



I understand that should said premises be used or occupied in violation of this agreement or of the zoning ordinance, or of any Building, Fire, Sanitary, Health Laws, or Ordinances of the City of Roanoke that I shall be subject to penalty in accordance with the provisions of the Zoning Ordinance or other applicable regulations. The applicant will be contacted by the City Planner and/or Permit Technician upon approval of the application. The \$100.00 permit fee will be due before any inspections and/or move-in.

Printed Name: \_\_\_\_\_

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



## BUSINESS PERMIT APPLICATION

According to Article 4.100-(a) "An initial business registration fee as provided for in the fee schedule found in the appendix of this Code shall be paid to the City Permit Technician at the time of registration. New businesses shall register prior to the time each business opens for business".

### BUSINESS/OCCUPANCY INFORMATION

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

Physical Address: \_\_\_\_\_

Ste. #: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Business Website: \_\_\_\_\_

Type of Business: \_\_\_\_\_

### BUSINESS OWNER INFORMATION

Business Owner Name: \_\_\_\_\_

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

Ste. #: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**I, (We), understand that should said premises be used or occupied in violation of this agreement or of the zoning ordinance, or of any Building, Fire, Sanitary, Health Laws or Ordinances of the City of Roanoke, that I, (We), shall be subject to penalty in accordance with the revisions of the Zoning Ordinance or other applicable regulations. The applicant will be contacted by the City Planner and/or Building Official upon approval of the application the \$25.00 fee will be due at time and before an inspection/move-in.**

Printed Name: \_\_\_\_\_

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

Please submit to [permits@roanoketexas.com](mailto:permits@roanoketexas.com) with supporting documents.

City of Roanoke | 500 S. Oak Street | Roanoke, TX 76262 | 817-491-2411



Business Owner/Manager:

We at the Roanoke Police Department would like to welcome your business to the city. We will do our best to help you and your employees if the need arises. Please help us help you by completing this form and returning it to us. We maintain a nonpublic access business list in our communications section that is used if we have an after-hours problem at your business.

Thank you,  
Roanoke Police Department

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

**Type of Business**

New Business \_\_\_\_\_ Existing Business \_\_\_\_\_

If existing, please specify what has changed: \_\_\_\_\_

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

Business Address: \_\_\_\_\_ Suite Number: \_\_\_\_\_

Business Day Phone #: \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Alarm Company Phone #: \_\_\_\_\_

**After Hours Emergency Contact:**

- 1. Name \_\_\_\_\_ Phone#: \_\_\_\_\_
- 2. Name \_\_\_\_\_ Phone#: \_\_\_\_\_
- 3. Name \_\_\_\_\_ Phone#: \_\_\_\_\_
- 4. Name \_\_\_\_\_ Phone#: \_\_\_\_\_
- 5. Name \_\_\_\_\_ Phone#: \_\_\_\_\_

Please submit to [permits@roanoketexas.com](mailto:permits@roanoketexas.com) with supporting documents.

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## HEALTH PERMIT APPLICATION

### ESTABLISHMENT INFORMATION

- New Establishment  New Owner  Annual Renewal  
 Mobile Food Vendor

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

Physical Address: \_\_\_\_\_

Ste. #: \_\_\_\_\_

(If Mobile unit, commissary address)

City/State/Zip: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

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

Ste. #: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Mobile vendor's plate number being registered: \_\_\_\_\_

Operation Type (choose one that best describes your base operation):

- Retail Food Store (i.e. grocery store)  Child Care Center  
 Retail Food Establishment (i.e. restaurant)  Other (please explain): \_\_\_\_\_

List any other operations conducted at this establishment (includes liquor or food service, catering service, commissary, grocery, or other sub-operations conducted in addition to the base operation):  
\_\_\_\_\_  
\_\_\_\_\_

Hours/Days of Operation: \_\_\_\_\_

Is this establishment of a non-profit organization?

Yes

No

Is this establishment served by an individual water well?

Yes

No

Is this establishment served by an on-site sewer system (septic)?

Yes

No

This permit is to be renewed annually on June 1st. Renewal notices will be mailed; however, it is the responsibility of the permit holder to ensure that the permit is renewed if a notice is not received. Change of ownership or change of location requires a new permit. This application must be completed and accompanied by a permit fee of \$400.00 prior to issuance of a Food Establishment Permit.

Printed Name: \_\_\_\_\_

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

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

Please submit to [permits@roanoketexas.com](mailto:permits@roanoketexas.com) with supporting documents.

City of Roanoke | 500 S. Oak Street | Roanoke, TX 76262 | 817-491-2411



## Required Inspections

### **Permanent Power Inspection and/or Temporary Utility – [inspections@roanoketexas.com](mailto:inspections@roanoketexas.com)**

Power must be on in order for the Fire Marshal and C/O building inspections are to be performed. In the event electricity has been turned off by the utility company, then a "Perm Power" inspection is required. This is scheduled by sending an email to: [inspections@roanoketexas.com](mailto:inspections@roanoketexas.com)  
Once this inspection passes, the Building Inspector will send the release to Utility provider.

If the inspection is not approved by the Building Inspector or Fire Marshal, the Owner/Applicant is required to make all necessary changes to conform to the requirements of all adopted codes of the City of Roanoke (including but not limited to Zoning, Building, Electrical, Mechanical, Plumbing, and Fire).

**REQUIRED C/O - Building Inspection** - [inspections@roanoketexas.com](mailto:inspections@roanoketexas.com) Prior to issuing the Certificate of Occupancy, the building inspector shall inspect the premises for any items related to health and safety. This consists of checking the proposed business for compliance with the applicable building, health, plumbing, mechanical, electrical and any other codes as adopted by the City of Roanoke. This is scheduled by sending an email to: [inspections@roanoketexas.com](mailto:inspections@roanoketexas.com)  
If you have any questions regarding this inspection you may call 817-491-2411 to speak with the building inspector.

### **REQUIRED Fire Inspection** - [fireinspections@roanoketexas.com](mailto:fireinspections@roanoketexas.com)

A passing Fire Inspection is required from the Fire Marshal. This inspection is scheduled by sending an email. Provide the following information for the inspection:

- In the subject line - C/O Inspection
- In the body of the email – The address of the building to be inspected
- In the body of the email - Your name
- In the body of the email - A phone number where you may be reached

### **If a Health Inspection or Pool/Spa Inspection is required, contact: [sara.losh@bureauveritas.com](mailto:sara.losh@bureauveritas.com)**

Sara Losh 469-562-8347

All health inspections are completed by a third party inspection company, Bureau Veritas. Next day inspections cannot be guaranteed.



PRE INSPECTION CHECKLIST

(This is for your reference only and does not need to be turned in.)

ACCESS & PREMISES:	YES	NO	N/A
Are the address numbers for the building visible from the street?			
Is the exterior fire department access unobstructed?			
Does your building have a Knox Box? If so, will the keys inside it open all doors? If not, one must be installed. If locks are changed, contact the Roanoke Fire Department to install new keys.			
Is combustible vegetation removed so as to not create a fire hazard?			
Is there a maintained minimum 3' clearance around the circumference of fire hydrants?			
EGRESS (EXITING):			
Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?			
If the main exit door is provided with key-locking hardware, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"? Are the other exit doors operable from the inside without the use of a key or any special knowledge or effort?			
Are the exits and exit enclosures free of storage?			
Are doors with self-closing hinges maintained in the closed position (not blocked open)?			
ELECTRICAL:			
Are all electrical outlets, switches, and junction boxes properly covered with cover plates? Is the electrical system safe from any apparent shock and/or other electrical hazards?			
Are circuit breakers/fuses labeled so as to identify the area protected?			
Is the area in front of the electrical panel(s) clear, by at least 36"?			
Are extension cord(s) used only for temporary use? (90 DAYS)			
Are extension cord(s) of heavy-duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances?			
Are extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only on portable appliance?			
Is the capacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)?			
If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?			
EMERGENCY LIGHTING/EGRESS ILLUMINATION:			
If emergency lighting is provided, is it maintained in operable condition?			
Is the means of egress (exiting) illuminated when the building or structure is occupied?			
EXIT SIGNS:			
If exit signs are required, are they maintained as illuminated or self-luminous?			
Does the backup-battery work? (Push the test bottom, the exit sign should illuminate under battery power.)			

<b>FIRE ALARM SYSTEM:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company?			
<b>FIRE SAFETY AND EVACUATION PLANS:</b>			
If drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?			
If required, are evacuation plans posted?			
If required, do you have fire safety plans?			
<b>FIRE EXTINGUISHERS:</b>			
Is there access to a fire extinguisher(s) rated at a minimum of 2A-10BC per 6,000 squarefeet? In low hazard areas and 3,000 square feet in medium hazard areas?			
Is the travel distance from all portions of the building less than 75' to a fire extinguisher(s)?			
Are all fire extinguisher(s) visible and accessible (not blocked)?			
Have the fire extinguisher(s) been serviced/tagged by a qualified technician within the last 12 months?			
Is the fire extinguisher(s) properly mounted? Proper locations – near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if less than 40lbs, maximum 3 ½' high if greater than 40lbs.) in all cases, minimum 4" above the ground?			
<b>FIRE/SMOKE SEPARATIONS:</b>			
Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained in working condition?			
<b>FIRE SUPPRESSION SYSTEMS:</b>			
Is storage maintained a minimum of 24" below the ceiling in non-sprinkled areas?			
Is the building equipped with a fire sprinkler system? Has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?			
In the commercial cooking appliances, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent accumulation of grease?			
<b>HEAT PRODUCING APPLIANCES:</b>			
If portable electric heaters are used, are they used safely? Are they plugged into wall outlets and kept a minimum of 3' away from combustibles?			
<b>HOUSE KEEPING AND DECORATION:</b>			
Is combustible rubbish that is stored in containers outside of vault storage rooms removed from the building a minimum of once each working day?			
Are oily rags or similar materials stored in metal, metal lined or other approved containers equipped with tight fitting covers?			
Are combustible decorations flame retardant?			
<b>MECHANICAL HAZARDS:</b>			
Is the venting for exhaust products of combustion working properly for gasappliances? (i.e.: water heaters, furnaces, etc.).			
<b>SMOKE DETECTORS:</b>			
If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified technician?			

<b>STORAGE OF COMBUSTIBLES:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is the storage of combustible material orderly and clear of exits and openings?			
Are combustible materials not stored beneath the building or structure?			
Are the mechanical rooms and electrical panel rooms maintained free of all combustible materials?			
Are dumpsters that are 1.5 cubic yards or more placed more than 5' from combustible walls, openings, or combustible roof eave lines?			
If you have storage of compressed gas containers (such as Co2, helium, etc.) are they chained to prevent falling?			
<b>STORAGE OF COMBUSTIBLE AND FLAMMABLE LIQUIDS:</b>			
Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?			
<b>PARKING:</b>			
Required number of parking spaces			
Stripe parking area/handicap space(s)			

If you responded "NO" to any of these questions, this indicates the presence of a code violation.



## Sec. 12.856. Temporary Portable Signs and Banner Signs.

### (a) *Portable Signs.*

- (1) Portable signs are defined as a sign whose principal supporting structure is intended by design, use or construction, to be used by resting upon the ground for support and which may be easily moved or relocated for reuse. Portable signs shall not include signs mounted upon parked motor vehicles, or trailers which are used to serve as advertisement for a use, product, or service.
- (2) Portable signs shall not be permitted on any residentially zoned property. Portable signs may only be placed on a lot or parcel of land upon which a new business is located, and only for a period of thirty (30) days from the date of issuance of a certificate of occupancy for such business after payment of the fee provided in subsection (c) below. Upon the expiration of such thirty (30) day period, and after payment of an additional fee, a portable sign may be placed or remain in place upon such parcel for an additional thirty (30) days if the sign has not, in the opinion of the building official or the chief law enforcement, constituted a traffic or safety hazard in the prior thirty (30) day period. No portable signs shall be permitted to be placed on a lot or parcel of land for a period in excess of sixty (60) days.
- (3) Portable signs may not contain any flashing lights or any other device which could, in the opinion of the building official or that of the chief law enforcement officer, district operators of vehicles in the immediate vicinity, and may not be placed within seventy-five feet (75') of any intersection or one hundred feet (100') of an intersection of a U.S. or State highway, and may not be placed within ten feet (10') of any road right-of-way.
- (4) All physical damage to any paved parking lot, street, right-of-way, land or appurtenances shall be repaired within forty-eight (48) hours of such damage.

### (b) *Banner Signs.*

- (1) Banner signs are defined as a temporary sign made of cloth, canvas or other light fabric. The maximum allowable size of a banner is thirty-two (32) square feet.
  - (2) All banners must be attached to the wall surface if attached to a structure. Banners not attached to a structure may be attached on both ends to a minimum of a 1 ½" diameter steel "T" post or to a minimum of 4" x 4" diameter wooden post. All post and banners must be removed on the day of the expiration of the permit.
  - (3) Banner signs shall not be permitted on any residentially zoned property. Banner signs may only be placed on a lot or parcel of land upon which a business is located, and only for a period of thirty (30) days in any ninety (90) day period. The fee for a banner sign is the fee provided in subsection (c) below.
- (c) Upon payment of a twenty-five dollar (\$25.00) fee, the building official shall issue a permit containing the date of issuance thereof and the name of the owner of the sign and any person leasing or renting the sign and the name of the business to which the advertising or message pertains. The building official shall not issue the permit, or may revoke any permit, if in his opinion or that of the chief law enforcement officer, the placement thereof would constitute a traffic or safety hazard.

(Ord. No. 2009-109, § 2, adopted 6/23/09; Ord. No. 2012-104, § 6, adopted 2/14/2012)



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## CERTIFICATE OF OCCUPANY FINAL INSPECTION REQUIREMENTS

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### MUST HAVE FINAL APPROVAL ON MECHANICAL, ELECTRICAL, PLUMBING

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- Final fire alarm test set up by fire alarm company and fire marshal
- Final ADA / accessibility inspection (if applicable)
- Final ENERGY CODE COMPLIANCE report showing PASS/APPROVED
- CSI form completed by plumbing company or inspector with proper endorsement. Upload report to SC Tracking ( PWS: City of Roanoke / PWS ID# 0610008)
- Backflow devices must be tested/approved. Upload reports to SC Tracking
- Health Inspection report showing PASS/APPROVED (if applicable i.e. restaurants/food related businesses)

SC TRACKING - [HTTPS://WWW.SCTRACKINGSOLUTIONS.COM/SYSTEM/LOGIN.ASP](https://www.sctrackingsolutions.com/system/login.asp)

CSI FORM - [HTTPS://WWW.TCEQ.TEXAS.GOV/PUBLICATIONS/SEARCH\\_FORMS.HTML](https://www.tceq.texas.gov/publications/search_forms.html)

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A **Customer Service Inspection** (CSI) is a visual examination of a private water distribution system to ensure the water is safe to drink. CSIs are performed by licensed inspectors to identify and prevent potential hazards, such as cross-connections and illegal lead materials.

CSIs are required in the following circumstances:

- When new construction is taking place
- When there are major modifications to an existing water system
- When there are material improvements, corrections, or additions to a private water distribution facility
- When there are suspected contaminant hazards
- When transferring services on a commercial property that has not previously had a CSI

In Texas, CSIs must be performed by a third-party organization or individual who is registered as a Customer Service Inspection contractor. To be eligible for registration, a contractor must have a water supply protection specialist endorsement or a customer service inspector license.

To locate a Customer Service Inspector for the City of Roanoke visit: [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com)

Select **"NEED A SERVICE PROVIDER"** then select **"Roanoke"** and **"CSI"** in the drop-down menus.

**A Backflow Test** is a test that confirms a backflow preventer is functioning correctly and preventing contaminants from entering a potable water system.

Backflow prevention devices are required to be tested annually, and the results must be registered with the state. They should also be tested after installation, repair, or relocation.

A cross connection is a physical or other connection between a potable water supply and a non-potable water plumbing system. Backflow is the flow of water in the opposite direction of its intended path, which can occur when there is a loss of pressure in the supply lines or an increase in pressure on the customer's side.

Backflow prevention devices can help prevent contaminants from entering the drinking water supply. Some common backflow prevention devices include the Double Check Detector Assembly (DCDA) and the Reduced Pressure Zone Assembly (RPZ).

To locate a Customer Service Inspector for the City of Roanoke visit: [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com)

Select **"NEED A SERVICE PROVIDER"** then select **"Roanoke"** and **"Backflow"** in the drop-down menus.

Direct any questions to Public Works by calling (817)491-6099 or email [cmulcahy@roanoketexas.com](mailto:cmulcahy@roanoketexas.com)