

WHEN DO I NEED A CERTIFICATE OF OCCUPANCY (CO)?

The Dallas Development Code requires that "Except for single family and duplex uses, a person shall not use or change the use of a building, a portion of a building, or land without obtaining a certificate of occupancy from the building official".

- A new CO is required for the following:
- First use of land or a building.
- A change of use of land or a building.
- A change of tenant on an existing CO.
- Any change of floor area of an existing use.

The permit fee total for a CO is \$280 (\$215 CO Fee, plus a \$65 Code Compliance Verification Fee).

A "record change" can be made to a CO when the name of the business listed on a CO changes (DBA change). No inspections are made. The cost is \$30.00.

For an existing multi-family housing complex, a record change is only available when there is no record of code violations for the complex. If there are any outstanding code violations found, a new CO application is required. **Code Compliance approval is required before the CO application can be approved.**

WHAT IS A TEMPORARY CO?

A temporary CO allows occupancy of a structure or suite while certain non-life safety issues, such as landscaping, is near completion. The fee for a temporary CO is \$104.00. Only Temporary CO's can be obtained at our District Offices.

WHERE DO I GO TO OBTAIN A CO?

Building Inspection Division
320 E. Jefferson Boulevard
Room #118, Permit Center
Dallas, Texas 75203

214-948-4480

HOW LONG DOES IT TAKE TO OBTAIN A CO?

If the proposed use will be the same as the previous use, a CO application can be approved and inspections scheduled while you wait.

If the proposed use will be different from the previous use, a site plan with a parking analysis and building floor plans will be required (refer to checklist on the other side of this pamphlet). The time required to review the plans could take up to two weeks depending on the complexity of the project.

BUSINESSES THAT SELL OR SERVE ALCOHOLIC BEVERAGES

Refer to the Alcohol Measurement Certification Application Checklist. The checklist can be found here:

http://www.dallascityhall.com/building_inspection

Click "Forms and Applications" button listed on the menu.

WHAT ARE THE PROCEDURES TO OBTAIN A CO?

Complete and submit an application to Building Inspection and payment of \$280. If the proposed use will be different from the previous use, submit those documents listed on the checklist for a CO change of use. **No construction is allowed to obtain a CO.** In those cases, a building permit will be required as necessary to obtain the CO.

Before the building can be occupied and electricity turned on by Oncor Electric, the building site must be inspected and approved by building, electrical, and plumbing/mechanical inspectors. **Health inspections are required for all food service establishments. A health permit fee of \$300 will be assessed at the time of application.** When requested, these inspections take place the following business day after the CO application is approved or may be scheduled at a later date for your convenience.

Inspections are performed between the hours of 8:30am and 3:30pm. The building must be accessible to inspectors on the day inspections are scheduled and the correct address and suite numbers must be posted. If the building is not accessible and ready for inspection, a reinspection fee will be charged for the first inspection.

Once all CO inspections have been approved by the inspectors, the electricity will be released to Oncor Electric and the CO will be issued and mailed to the applicant for posting at the building or tenant space. Please allow 24 to 72 hours for electrical service after notification to Oncor.