

# Memorandum



DATE May 1, 2017

TO Honorable Members of the Public Safety Committee:  
Adam Medrano (Chair), B. Adam McGough (Vice Chair), Sandy Greyson, Tiffinni A. Young,  
Jennifer S. Gates, Philip T. Kingston

SUBJECT **Certificates of Occupancy & Classifications**

On Monday, May 8, 2017, you will be provided with an overview on Certificates of Occupancy & Classifications from Deputy Chief Christopher Martinez, Dallas Fire-Rescue Department. The briefing materials are attached for your review.

Please contact me if you have any questions or need additional information.



Eric D. Campbell  
Assistant City Manager

[Attachment]

cc: Honorable Mayor and Members of the City Council  
T.C. Broadnax, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Rosa A. Rios, City Secretary  
Daniel F. Solis, Administrative Judge  
Kimberly Bizar Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager

Raquel Favela, Chief of Economic Development & Neighborhood Services  
Jo M. (Jody) Puckett, P.E., Interim Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Joey Zapata, Assistant City Manager  
M. Elizabeth Reich, Chief Financial Officer  
Alan E. Sims, Interim Chief of Community Services  
Theresa O'Donnell, Chief of Resilience  
Directors and Assistant Directors

# Certificates of Occupancy & Classifications

Public Safety Committee  
May 8, 2017

Christopher Martinez, Deputy Chief  
Dallas Fire-Rescue Department  
City of Dallas



# What is a Certificate of Occupancy?

- Document issued by the City of Dallas (Building Inspection) approving the use of a structure or structures

**Certificate of Occupancy**  
*This Certificate of Occupancy is a reprint from Building Inspection files*

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**Address:** 3333 W MOCKINGBIRD LN

**Owner:** CITY OF DALLAS  
1500 MARILLA  
DALLAS TX 75201

**DBA:** CITY OF DALLAS FIRE STATION

**Land Use:** (6722) FIRE STATION

**C.O.#:** 0707021002 **Issued Date:** 01/24/2011

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Lot:	Block:	Zoning:	PDD:	SUP:
Historic Dist:	Consrv Dist:	Pro Park: 22	Req Park: 20	Park Agrmt: N
Dwlg Units:	Stories: 1	Occ Code: B	Lot Area: 0	Total Area: 12080
Type Const: IIB	Sprinkler: All	Occ Load:	Alcohol: N	Dance Floor: N

**Remarks:** SUB TO FIELD INSPECTORS APPROVAL

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This certificate shall be displayed on the above premise at all times.  
Sustainable Development and Construction | Building Inspection Division | 214/948-4480 | www.dallascityhall.com

# Certificate of Occupancy's Issued

FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
6,316	6,344	6,472	6,306	6,396	6,133

# A – Assembly Group

- Use of a building or structure, or a portion thereof, for the gathering of person
  - Civic, social, religious
  - Recreation
  - Food or drink
  - Awaiting transportation



# B – Business Group

- Office, professional or service-type transactions
  - Bank
  - Car wash
  - Vehicle show rooms
  - Print shops
  - Colleges



# E – Educational Group

- More than 5 children older than 2 ½ years old, receive educational, supervision or personal care services for less than 24 hours a day
  - Daycare
  - School



# F – Factory Group

- Buildings used for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations (that aren't High Hazard or a Group S)
  - Brick Masonry
  - Food processing
  - Beverages (including alcoholic)
  - Furniture
  - Metals





# H – High Hazard Group

- Manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed in control areas (Dallas Fire Code Chapter 50)
  - Explosive storage
  - Semiconductor fabrication



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# I – Institutional Group

- The use of a building in which care or supervision is provided to persons who are or are not capable of self-preservation
  - Alcohol and drug centers
  - Assisted living facilities
  - Hospitals and Psychiatric facilities
  - Jails
  - Adult day care

# M – Mercantile Group

- Use of a building for display and sale of merchandise, and involves stocks of goods, wares or merchandise
  - Walmart
  - Lowes
  - Home Depot
  - Liquor/Beer & Wine Stores



# R – Residential Group

- Hotels
- Motels
- Apartments, Condos
- Single Family Duplexes



# S – Storage Group

- Storage facilities
- Warehouses
- Motor Vehicle repair garages



# U – Miscellaneous Group

- Barns
- Carports
- Private Garages
- Fences (more than 6 ft. high)



# Who verifies Certificates of Occupancy?

- 303.5.9.5. Certificate of Occupancy Validation Inspection Fee
  - The Code Compliance Director
  - Validation inspection within 12 months
  - An additional \$65.00 fee
  - Paid with an application for a CO. (Ord. 28022)

# Change of Occupancy

Changes shall not be made in the use or occupancy of any structure that would place the structure in a different division of the same group or occupancy or in a different group of occupancies, unless such structure is made to comply with the requirements of this code and the Dallas Building Code.

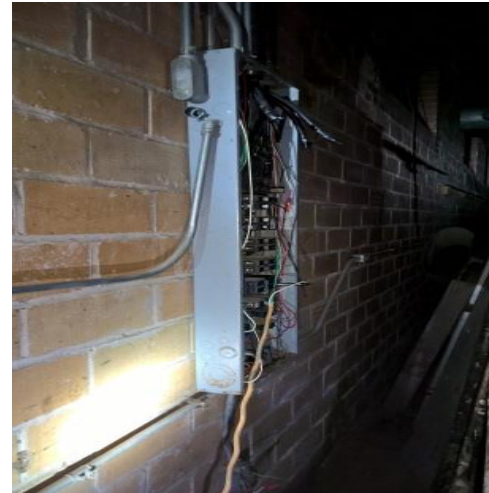
2016 Dallas Fire Code Section 102.3

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# Fire Code Impact on CO's

- Stopping uses, evacuation
- Occupancy prohibited before approval (New Construction)
- Use must be in accordance with issued CO



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