



City of Rockwall
The New Horizon

CERTIFICATE OF OCCUPANCY PROCESS FOR EXISTING BUILDINGS

A Certificate of Occupancy (CO) must be issued to you before your business may open. It is unlawful to use, occupy, or permit the use or occupancy of a building until a CO is issued.

In accordance with the International Building Code, any change which results in a more intense use requires that all portions of the building be upgraded to comply with the more intense use.

If the applicant plans to modify or remodel the building to the extent that would require a building permit, the applicant will be responsible for submitting a Building Permit Application to the Building Inspections Department. Permit review and issuance, along with required inspections, must be completed prior to the CO application being processed.

The following are steps followed by the applicant and city staff to complete the CO process:

1. Submit a Certificate of Occupancy (CO) Application to the Building Inspections Department.
2. The application will be reviewed by the Planning and Zoning Department to determine if the property is zoned accordingly for the use being requested.
 - a. If the Planning and Zoning Department determines that the use is not appropriate, they will contact the applicant with any additional questions and/or to notify them that the CO application will be denied.
 - b. If the Planning and Zoning Department approves the use, they will notify the Fire Marshal's Office, who will then review the application and make a determination if there are major or substantial items that the applicant should be made aware of. If so, the Fire Department will put those items in writing, contact the applicant and provide the document to them.

Please allow up to three (3) business days for Step 2 to be completed.

3. Once the Applicant receives notification from the Fire Marshal's Office relative to any outstanding major or substantial item(s), it is the applicant's responsibility to notify the Fire Department with their intent to proceed with the CO process. Once the Fire Marshal's Office receives notice that the applicant wishes to proceed, they will forward the notice of intent to the other applicable city departments and the City will move forward to Step 4.
4. At this point, the Building Inspections, Fire, Engineering and Health (if the CO pertains to a food service establishment) departments will conduct onsite inspections to determine if items exist that need to be addressed prior to occupancy.
 - a. Each applicable department will contact the applicant to schedule an inspection.

Upon completion of inspections, each department will generate an inspection report indicating an approved or disapproved inspection. Each department will put their outstanding items in writing and forward the document to the Building Inspections Department. Once these documents have been received by all applicable departments, the Building Inspections Department will contact the applicant and provide a collective list to them. If after conducting their inspection, a department

makes the determination that they have no items that need to be corrected, they will notify the Building Inspections Department of their CO approval status.

All items on a disapproved inspection report must be corrected and a re-inspection will be required. It is the responsibility of the applicant to request a re-inspection with the applicable department(s).

- Building Inspections Department 972-771-7760
- Engineering Department 972-771-7746
- Fire Marshal's Office 972-771-7770
- Food service establishments will require a Health Department inspection.
Contact Kelly Kirkpatrick 214-202-1202

Please allow up to five (5) business days for Step 4 to be completed.

5. If, as a result of the inspections, it is determined that the applicant needs to conduct corrective work that requires a building permit, the applicant is responsible to submit a building permit application to the Building Inspections Department. Permit review, issuance and inspections will be required prior to the CO application being processed.
6. It will be the applicant's responsibility to make the corrections that each department has requested, to contact each department if they need clarification and to request a re-inspection by that department.
7. As each department concludes their re-inspections and if all items have been addressed satisfactorily, they will notify the Building Inspections Department of their CO approval.
8. Once the Building Inspections Department has been notified by all applicable departments that they have approved the CO application, the Building Inspections Department will contact the applicant to notify them of approval. The CO will be issued by the Building Inspections Department upon payment of a \$75.00 fee by the applicant. Once the applicant receives the CO certificate, they are allowed to occupy the building.

For general questions about this process, please contact:

Building Inspections Department	Permit Technicians	972-771-7709
---------------------------------	--------------------	--------------

For questions or comments regarding a particular department's steps, please contact the following:

Building Inspections Department	John Shannon	972-772-6481
Fire Marshal's Office	Ariana Adair	972-771-7770
Planning & Zoning Department	David Gonzales	972-772-6488
Engineering Department	Amy Williams	972-771-7746
Health Department	Kelly Kirkpatrick	214-202-1202

Note: All signage requires a separate permit.

Plans Examiner	John Ankrum	972-772-6774
----------------	-------------	--------------