



CERTIFICATE OF OCCUPANCY APPLICATION INFORMATION

HOW TO GET A CERTIFICATE OF OCCUPANCY

REQUIRED DOCUMENTS – submitted online at [Plans and Permits](#)

*If applying for a Certificate of Occupancy in a multi-tenant building, a leasing plan including tenant names, uses, and lease space square footage shall be submitted with the Certificate of Occupancy application.

1. **Certificate of Occupancy application**
2. **Right to Occupy** - The City needs to know you have the right to occupy the building. This can be remedied by providing a signed lease agreement or a recorded deed if you have purchased the property.
3. **Floor/ Space plan** – A basic floor/space plan **shall be** provided to ensure we understand what you are proposing to occupy and the use of each area within that space.
4. **Site plan** – A site plan may be required if you are changing the use of the occupancy to verify adequate site elements like parking and accessibility are being provided.
5. **Medical Checklist** – If this is a medical facility a medical checklist signed by the doctor is required.
6. **Health Permit Application** – If required must submit a health permit application and all required documents for Health. Visit <https://friscotexas.gov/184/Food-Establishment-Requirements> for more information.

Additional documents may be required depending on building use. Verify required documents at 972.292.5301 (select prompt for commercial).

REQUIRED INSPECTION(S)

Not a Food Establishment

1. Is your power and/ or gas turned on? If yes, then skip to number 2. If not, you will need an **Electrical Release** and/or **Gas Release** inspection by Building Inspections and service turned on before you can request any additional inspections. These inspections must be scheduled first via 972.292.5301.
2. **Courtesy CO** inspection is required and can be scheduled through the building division via 972.292.5301.
3. **Courtesy Fire** inspection is required and can be scheduled through the fire department via www.friscotexas.gov/fireinspections.

Items 2 and 3 can be scheduled for the same day.

Food Establishment

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2. **Health Final** inspection is required to be completed by our Health Division via 972.292.5304. This inspection must be completed before 3 and 4.
3. **Courtesy CO** inspection is required and can be scheduled through the building division via 972.292.5301.
4. **Courtesy Fire** inspection is required and can be scheduled through the fire department via www.friscotexas.gov/fireinspections.

Items 3 and 4 can be scheduled for the same day.

If any inspection fails (red tag/notice), you must contact that respective division for a reinspection after corrections have been completed.

Requirement for Gas Release inspection: Gas systems must be placed on pressure test by a licensed and registered plumbing contractor for inspection. Low pressure systems require a 3lb. test on a 5 or 6lb. gauge. Intermediate pressure systems require a 10lb. test on a 15lb. gauge. Access shall be provided to all areas containing fuel fired equipment.

Why do I need a certificate of occupancy? If you are a new tenant/owner of an existing business, changing the name of your business or changing the use of your building, records must be updated with the City to provide the best service to you in the future. In addition, this is the appropriate time for City inspectors to provide you with a general life safety inspection of your occupancy to ensure you have the minimum provision for light, heat, ventilation, sanitation and egress of your business. If you are making changes to building elements (example: wall construction, equipment installation), a Certificate of Occupancy Application does not apply to your project. You must submit a 'Commercial Building Permit Application' and that permit will conclude with a Certificate of Occupancy.