



CERTIFICATES OF OCCUPANCY

Revised July 2, 2026

Table of Contents

- A. General Information 2
- B. Application 2
- C. Fee..... 2
- D. Application Review 2
- E. Inspections..... 2
- F. Reinspections Required for Failed Inspections..... 3
- G. Issuance of the Certificate of Occupancy 4
- H. Temporary Certificates of Occupancy 4
- I. Certificate of Occupancy Inspection Checklists 4
 - 1. Building Safety 4
 - 2. Fire Safety 6
 - 3. Health and Food Safety..... 7
 - 4. Parks..... 8
 - 5. Planning and Zoning..... 8
 - 6. Water Quality..... 8
 - 7. Engineering 8
- J. Fee Schedule 9
- I. Application for Certificate of Occupancy..... 10



16801 Westgrove Drive
Addison, TX 75001

P.O. Box 9010
Addison, TX 75001

phone: 972.450.2880
fax: 972.450.2837

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A. General Information

A Certificate of Occupancy is a document issued by the Town of Addison authorizing a building or space to be occupied. Prior to the issuance of a Certificate of Occupancy, several departments will inspect the location to determine compliance with regulations required by the Town of Addison. For a list of items commonly inspected by each area, please see Section G below.

A Certificate of Occupancy (C.O.) is required any time there is a:

- Change of ownership
- Change of tenant
- Business name change

No building or structure can be used or occupied until the Town of Addison has issued a Certificate of Occupancy. For buildings with multiple tenants, each tenant space must obtain their own Certificate of Occupancy.

The original Certificate of Occupancy must be posted in a clear, visible place on the premises.

B. Application

For all Certificates of Occupancy, the **tenant** must submit an application for a Certificate of Occupancy. Applications must be completely filled out and can be submitted via our permit portal (please see following link) https://egov.addisontx.gov/energov_prod/selfservice#/home. Alternatively, applications may be filled out and submitted in person at our office at 16801 Westgrove Road. Our office is open Monday – Friday from 7:00 – 6:00.

All applications must include the following:

1. Business Acknowledgement Form
2. Floor Plan with labels indicating how each room will be utilized

C. Fee

The fee for a Certificate of Occupancy is based on the square footage of the space that is occupied. The current fee schedule attached. Fees must be paid at the time of application. No review of the application can be started until the fee is paid.

D. Application Review

Once we receive the application for a Certificate of Occupancy, we will:

1. Review the application to verify that all required information has been provided.
2. Verify that the proposed use is allowed on the proposed property based on current zoning of the property.
3. Determine the occupancy of the proposed use based on the Building and Fire Codes.
4. Please allow 3 business days for this review to be completed by all areas.

E. Inspections

1. If the review is approved by all applicable Departments/Divisions, the next step is for inspections to be conducted.



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2. All Certificate of Occupancy (CO) Inspections will be performed on either Wednesday or Thursday from 9:00 am to 11:00 am.
3. Please ensure that electrical power and water service exists at the building. Inspections cannot be performed if there is not electricity and water supplying the building being inspected. If you need electrical power, please submit a request to Building Safety for a Meter Release Inspection via the permitting portal or by leaving a voice message at (972) 450-2885.
4. **To request the initial CO inspection:**
 - a. The business owner (or applicant) must send an email to: coinspections@addisontx.gov Inspections must be submitted by 6:00 pm each Monday for the inspection to be scheduled the same week. Inspection requests submitted after 6:00 pm on Monday will be eligible for an inspection the following week.
 - b. The inspection request email must include:
 - i. The CO number (example: CO-XXXX-2026)
 - ii. The property address, including suite number – if applicable
 - iii. Contact name and phone number
 - iv. Lock box code – if applicable
 - c. Please specify if you would like the inspection to be performed on Wednesday or Thursday.
5. All applicable Town Departments will meet on site between 9:00 am and 11:00 am the day of the inspection. It is the responsibility of the business owner to make sure the space or building is open and available for inspection. If the space is not open when someone arrives during the set hours to perform the inspection, a reinspection fee will be assessed and the property will not be eligible until the following week and not until the reinspection fee is paid.
6. If a particular Department/Division is unable to make inspections on the requested date, someone from that Department/Division must contact the applicant prior to the requested inspection date and reschedule the inspection for sometime that same week.

F. Reinspections Required for Failed Inspections

1. If one department fails the inspection, that department can reinspect the project at any time agreed upon by the applicant. Inspections should be completed within 3 working days of the requested date.
2. To reschedule a failed inspection, the business owner/applicant must contact the department that failed the inspection to schedule a reinspection. Reinspections can be done on any date or time.

Direct contact information for Reinspections Only:

Building Inspections: Submit the reinspection request via the permit portal or leave a message on the inspection request line at: 972-450-2885.

Fire Inspections: Submit the reinspection request via email at: firemarshal@addisontx.gov

Water Quality: Submit the reinspection request via backflowinspection@addisontx.gov

Planning: Submit the reinspection request via email to: kbecht@addisontx.gov

Engineering: Submit the reinspection request via email to: pwillis@addisontx.gov



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Parks: Submit the reinspection request via email to: cnyp@addisontx.gov

Environmental Health: Submit the reinspection request via email to: slong@addisontx.gov

G. Issuance of the Certificate of Occupancy

A Certificate of Occupancy will not be issued until inspections have been conducted and approved by all areas listed below:

- Building Safety
- Fire
- Health (If applicable – Food Establishments)
- Parks
- Planning & Zoning (Only for new buildings or when an SUP is involved)
- Public Works (Only for new buildings or when utilities are modified)

H. Temporary Certificates of Occupancy

1. Although the Town of Addison typically requires all work to be completed before the issuance of any type of Certificate of Occupancy, there are times when it may be appropriate or necessary to issue a Temporary Certificate of Occupancy. Those types of conditions could include:

- The need to stock the building or space.
- The need to train personnel before opening to the public.
- The need to plant or re-plant landscaping during a time of the year where survival of the plants is deemed questionable by the Parks Department

2. Final determination regarding the issuance of a Temporary Certificate of Occupancy will be at the discretion of the Town of Addison Building Official.

3. The fee for a Temporary Certificate of Occupancy is \$250.00. This fee is in addition to the fee required for the permanent Certificate of Occupancy.

I. Certificate of Occupancy Inspection Checklists

The checklists listed below contain a list of the items most commonly encountered when a Certificate of Occupancy inspection is performed. Other items, in addition to the items listed below, may also be required to comply with Town of Addison policies and ordinances.

Please be aware that the space being inspected must be ready for inspection. If any of the inspectors performing the inspection determines that the space is clearly not ready for inspection, a reinspection fee can be assessed by each inspector. Reinspection fees are \$75.00 for the first occurrence and \$125.00 for each occurrence thereafter.

1. Building Safety

a. Exterior of the Building



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Revised July 2, 2026

- Check for Posted Numeric address numbers facing street that are at least 4 inches in size
- Check the overall condition of the exterior of the Building/Structure
- Check location and terminations of the Water Heater T/P discharge, Water Heater pan drain and primary/secondary condensate drain lines for the HVAC equipment
- Check for exposed or unsafe electrical wiring
- Verify electrical service installation, location and check for hazardous conditions
- Check A/C condenser equipment for insulation on refrigerant lines and if ports are exposed, install locking/tamper proof caps on refrigerant ports
- Verify all exterior doors into building or suite are labeled with the numeric address numbers on the exterior side of the door
- For multi-tenant buildings, verify that the address (including suite number) is permanently attached to both the electrical meter and gas meter.
- Note: If the gas has been turned off a Plumbing permit is required. Gas service will not be restored without a gas test that is verified and approved by a Town of Addison inspector. Once verified and approved, a release will be provided to Atmos.

b. Interior: Electrical, Plumbing and Mechanical Systems

- Verify interior electrical panel location, panel is properly labeled for identification, panel cover is secured in place with no missing screws, all breakers are installed in correct locations and permanently labeled. Install blank covers in open breaker panel slots that are not in use.
- Verify electrical panel locations are not blocked or covered and have a minimum of 3 foot clearance on all sides
- Verify all electrical outlets, switches, fixtures and etc. are installed correctly with no exposed or hazardous wiring.
- Check for unsafe or exposed NM Cable (Romex), wiring and that no extension cords are used as permanent wiring
- Verify all lavatory and sink fixtures installed inside the building have working/running tempered water to the faucets and have approved traps installed to prevent sewer gas infiltration
- Verify all plumbing fixtures are installed correctly and are in working condition
- Verify handicap restroom requirements if applicable
- Verify urinal and/or water closet partitions are installed per the Plumbing Code
- Verify restroom exhaust fans are installed, cleaned and working correctly
- Verify HVAC equipment locations, check return air locations, verify all grills/registers are cleaned and installed correctly
- Verify HVAC unit installation location, electrical connection with equipment disconnect, gas pipe line connection with hard pipe connection through metal shell of the unit, 1" minimum vent clearance to combustible materials, vent connections, vent supports and vent termination
- Verify HVAC condensation drain connections, gravity fall on drain pipe to drain, termination locations and secondary drain installed. Down-Flow units require float switch on secondary drain



CERTIFICATES OF OCCUPANCY

Revised July 2, 2026

- Verify gas water heater exhaust vent clearance to combustibles, vent connections, vent support and vent termination
- Verify gas pipe connections, any safety hazards
- Verify water line connections with no visible leaks
- Verify temperature and pressure relief valve is installed with drain line connection and termination location to code
- Verify water heater pan drain line installed and termination location, if pan is installed
- Verify electrical connections for water heater
- Verify NM cable to water heater is installed in conduit
- Verify water heater has a disconnect or is in sight of panel with lock out installed on breaker
- Verify disconnect breaker size for water heater and HVAC system is compatible

c. Interior: Life Safety and Other

- Verify Exit door locations, posted exit signage, exit pathway distance and all other Exit egress requirements per the Building Code
- Verify panic hardware installed on doors where required
- Verify emergency lighting is installed per code
- Verify "type of use" of building for exit requirements
- Replaced damaged or missing ceiling tiles and ceiling grid
- Replace or repair damaged sheetrock in walls, ceiling or other locations
- Verify backflow device installations where required and
- the device is tested and in working condition, new testing of device may be required if testing date cannot be verified

2. Fire Safety

To request this inspection email Fred Calhoun at firemarshal@addisontx.gov or call (972) 450-7221

a. Fire Extinguishers

- A Fire extinguisher is needed for every 3,000 sq. ft. (2A:10BC)
- No more than 75 feet travel distance from an extinguisher
- All fire extinguishers have current inspection tags mounted, visible and accessible

b. Means of Egress

- Exit/Egress lights must be working with primary power and battery backup
- Exits must be lit and visible and emergency lights are to illuminate the path of egress (walkway)
- No blocked or locked exits from either side of door
- Exit Doors must meet all code compliance. Full swing of door required with light pressure to open
- No sliding bolt locks on exit doors

c. Systems

- No storage within 18" below lowest level of sprinkler heads



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- Fire Alarm, Sprinkler or Vent-a-Hood system with current tags
- Fire hydrant(s) and Fire Department Connections unobstructed
- Kitchen hood tagged with current cleaning date and name of cleaning company

d. Miscellaneous

- Gas cylinders secured with chain or strap
- No combustible materials around water heater/heating units
- No extension cords used as permanent wiring
- No combustible storage within 2 feet of ceiling (Unsprinkled Building)
- Electrical Panel(s) have a minimum 3 foot clearance on all sides
- Address with visible building numbers (4" numbers facing the street)
- Unsafe/Exposed wires, outlets, fixtures are prohibited
- Fire lane is properly striped and formatted

3. Health and Food Safety

To schedule this inspection, email Sandra Long at slong@addisontx.gov or call (972)450-2821

- Smooth, non-absorbent, easily cleanable and light in color (60 LRV)
- Floors – to meet FDA code
- Walls – to meet FDA code
- Ceilings – to meet FDA code
- Air curtains
- Self-closing Doors
- Screened Windows
- Mechanical Dishwashers – Heat/Chemical, in proper working order
- Dish wash sink (100° minimum temp requirements)
- Sinks
 - Ware wash sink (100° minimum temp requirements) (3-comp sink)
 - Hand wash sink (100° minimum temp requirements)
 - Utility Sink with sanitizing agent present
 - Mop sink with backflow preventer
- Hot (100° minimum temp requirement) and cold water
- Utility Sink with sanitizing agent present
- Exhaust vents
- Properly stored chemicals
- Liquid wastes, required interceptors and traps
- Floor drains
- Air gaps
- Black siphonage/back flow
- Lockers for employees
- Garbage storage rooms/cans
- Dumpsters & compactors



CERTIFICATES OF OCCUPANCY

Revised July 2, 2026

- Parking lot & walkways
- Thermometers in coolers and freezers
- Water heater, properly sized
- All coolers in working order (41° or lower)
- Self-closing bathroom doors
- Trash cans with lids in restroom

4. Parks

- Verify that all required landscaping is present and in good condition
- If landscaping plans were required, all landscaping installed must match the plans
- Inspect irrigation system, confirm functional and provides necessary coverage for plant material

5. Planning and Zoning

- Verify required site landscaping is present and in good condition
- If landscaping and irrigation plans were required, all landscaping and irrigation installed must match the plans and be in full compliance with the Town of Addison landscape ordinance
- Verify site plan, landscape plan, façade plan(s), and floor plan have been adhered to
- Verify parking meets site plan (striped and marked as required)
- Dumpster enclosure has been provided and meets screening requirements
- Verify all zoning conditions have been met (usually only applicable for Planned Development Districts)

6. Water Quality

- Verify that required backflow devices are present and installed correctly
- Verify that required backflow devices have been tested within the last year

7. Engineering

- Verify that water meter is properly installed
- Verify that any public infrastructure is installed correctly
- Verify that all valves are accessible and working properly



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J. Fee Schedule

Sec. 18-53 Certificate of Occupancy

110.7 Fee. The fee for each certificate of occupancy will be in the following amounts:

Number of Square Feet (sq ft) in a Building	Certificate of Occupancy Fee
0 to 5,000 sq ft	\$50.00
5,001 to 25,000 sq ft	100.00
25,001 to 50,000 sq ft	150.00
50,001 to 75,000 sq ft	200.00
75,001 to 100,000 sq ft	250.00
100,001 to 125,000 sq ft	300.00
125,001 to 150,000 sq ft	350.00
150,001 to 175,000 sq ft	400.00
175,001 to 200,000 sq ft	450.00
200,001 to 225,000 sq ft	500.00
225,001 to 250,000 sq ft	550.00
250,001 to 275,000 sq ft	600.00
275,001 to 300,000 sq ft	650.00
300,001 to 325,000 sq ft	700.00
325,001 to 350,000 sq ft	750.00
350,001 to 375,000 sq ft	800.00
375,001 to 400,000 sq ft	850.00
400,001 to 425,000 sq ft	900.00
425,001 450,000 sq ft	950.00
450,001 to 475,000 sq ft	1,000.00
475,001 to 500,000 sq ft	1,050.00
Over 500,000 sq ft	1,100.00





APPLICATION FOR CERTIFICATE OF OCCUPANCY

Part 1. Business Location Information		Part 2. Business Owner Information	
Name of Business (DBA)		Name of Business Owner:	
Street Address:	Suite #:	Address of Business Owner:	
Square footage of building/space:	Number of Employees:	Driver's License Number:	
Contact Person:	Telephone of Business:	Email Address:	
Additional Contact:	Additional Telephone:	Email Address:	
Name of Property Owner		Phone number of Property Owner:	
Street Address of Property Owner		Email Address of Property Owner:	

Part 3. Description of Business Activity				
A. Type of Certificate of Occupancy		B. Type of Business		
New Occupancy	Expanding Sq/Ft	Aircraft	Food/Restaurant	Multi-Family
Change of Use		Assembly	Industrial	Office
Change of Ownership		Automotive	Lodging	Retail Sales
Change of Business Name		Education	Medical	Warehouse
Other Describe:		Other (describe):		

C. Check Yes or No to the following questions:

Yes	No	1. Will flammable or combustible liquids be stored, used, mixed or dispensed at this location? If so, attach description and quantities. Also, please attach SDS sheets for each material.
Yes	No	2. Will Hazardous or toxic chemicals such as, but not limited to, oxidizers, corrosive liquids, poisonous gases, radioactive, explosive, and organic materials be handles? If so, attach description and quantities. Also, please attach SDS sheets for each material.
Yes	No	3. Will any of the following industrial processes be performed on the premises? Please check all applicable activities.
Yes	No	4. Will any liquid waste or sludge be generated which are not disposed of in the sewer system?
Yes	No	5. Will there be any spray painting on the premises?
Yes	No	6. Will food or beverages be manufactured, stored, distributed, or sold in any manner other than in vending machines?
Yes	No	7. Will any form of wastewater pre-treatment be utilized at this location?
Yes	No	8. Will any goods, merchandise or raw materials be stored or displayed outdoors?
Yes	No	9. Will alcoholic beverages be sold?
Yes	No	10. Will any sign be erected or changed?
Yes	No	11. Will the facility be remodeled, renovated or altered?
Yes	No	12. Will any electrical or plumbing fixture be installed ore relocated?
Yes	No	13. Will the building be equipped with an automatic fire sprinkler system?
Yes	No	14. Will the building be used to store aircraft?
Yes	No	15. Will the building be used to provide maintenance of aircraft?
Yes	No	16. Will a medical gas piping system be installed or modified?

Printed Name of Applicant: _____ Date of Application: _____

Applicant Signature: _____ Email: _____ Telephone: _____



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Business Acknowledgement Form

Business Name: _____ Date: _____

CompanyWebsite: _____

PropertyAddress: _____

Brief a Description of the Business, Including hours of operations:

Please provide a brief description of the intended use of the space and how it will utilized (offices, lobby, retail, showroom, storage, warehouse, assembly, production, etc.) for which you are applying for a Certificate of Occupancy. **A floor plan is required** as an attachment with each room labeled.

In signing below, I certify that the information I have provided is true and acknowledge that any misrepresentation of my declared use of this space will result in the **REVOCATION** of the Certificate of Occupancy.

Business Owner Name (printed): _____

Business Owner Signature: _____

Business Owner Email: _____



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