

**CITY OF IRVING
CERTIFICATE OF OCCUPANCY INSPECTIONS**

The following is a list of the most commonly encountered areas of non-compliance for Certificate of Occupancy Inspections. This in no way constitutes a complete list.

BUILDING INSPECTIONS REQUIREMENTS

1. Building must be unlocked at the time of inspection. It is not required that someone is present as long as access to the space is available. Inspectors are not able to go to a remote location (even next door) to obtain a key.
2. Address numbers, including suite numbers, must be posted on the front and rear of buildings, unless there is no access to the rear. On front of building, address numbers should be sized according to the distance from the street: less than 50 feet = 3 inches; 50 to 100 feet = 5 inches; more than 100 feet = 6 inches; suite numbers on the front = minimum 3 inches. Address and suite numbers on the rear door = minimum 3 inches.
3. All required exit doors must be able to be opened with one motion. Inappropriate door locking devices, such as: manually operated edge or surface mounted flush bolts, bars, chains, padlocks, etc. are not allowed. Double key deadbolt locks (key locking from inside the door) are allowed only in certain occupancies on the main exit door with a sign posted which reads, **“THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED.”** The sign shall be in letters at least one inch high on a contrasting background. It shall be made of durable material and permanently affixed.
4. Appropriate exit signs must be in place with no burned out bulbs, when two exits are required.
5. Extension cords are not allowed in a permanent application. Devices must be plugged directly into an outlet or multi-outlet power strip with internal circuit breakers, but they cannot penetrate any doors, windows, walls, ceilings, partitions, or be concealed in any manner.
6. No open electrical wiring is allowed. All junction boxes, outlets and switches must have covers in place. Breaker panels must contain circuit breakers or blanks in each breaker position.
7. Business activity must be consistent with description on the certificate of occupancy application and the zoning district.
8. Parking lots must contain an adequate number of spaces, including at least one van accessible disabled space and wheelchair curb ramp. Parking lot must be adequately surfaced and visibly striped.
9. Wood construction is not allowed in an all metal or otherwise non-combustible building.
10. One lease space may only have one electrical service except under very special conditions. If two lease spaces are being combined, it is likely that the electrical services will have to be combined. An electrical permit is required to combine electrical services.
11. Areas around equipment and electrical panels must be kept clear for a distance of 36 inches.
12. All plumbing drain openings without an approval p-trap must be plugged or capped in a permanent fashion.
13. No copper gas connectors are allowed. All gas connectors must be **AGA** approved.
14. You must establish your account with your electric provider within 20 days to have your power turned on.

Scheduled Inspection Date: _____ Day _____ 8:30-12:00 _____ 1:00:-4:00 _____

FIRE DEPARTMENT REQUIREMENTS (972-721-2651)

GENERAL REQUIREMENTS

1. Corridors and aisles are required to be maintained free and clear at all times. A minimum of 44 inches of clearance must be maintained.
2. Sprinkler heads are not to be painted, obstructed, or used for support of any decorative material. An 18 inch clearance must be maintained between any storage and an automatic sprinkler head.
3. Combustible materials shall be stored in a neat and orderly manner, away from any source of heat. Flammable liquids must be stored in a safe manner away from any source of heat or ignition.
4. Light bulbs must not exceed the rated capacity of the light fixture or be less than 18 inches from combustible storage.
5. Smoking is prohibited in elevators, in highly combustible areas, and in hazardous areas.
6. All decorative material; cotton batting; artificial or manufactured straw; dried vines, leaves, or trees; paper; or other flammable materials shall not be used for decorative purposes in show windows or other parts of commercial, industrial, or institutional occupancies unless flame-proofed.

OFFICES

1. A 2A 10BC minimum rated fire extinguisher must be properly tagged and mounted 3 to 5 feet from the floor, not obstructed, and within 75 feet travel distance from all portions of the lease space.
2. Fire lanes must be properly striped.
3. Walls and ceilings must be intact (no missing or broken tiles in suspended ceilings).
4. Air conditioning/heating filters must be clean.
5. Proper sprinkler coverage (if applicable).
6. Proper fire alarm coverage, visually and audibly, if applicable.

OFFICE WAREHOUSES

1. Meet all the requirements of standard office.
2. A 3A 30BC minimum rated fire extinguisher must be properly tagged and mounted 3 to 5 feet from the floor, not obstructed, and within 50 feet travel distance from all portions of the warehouse.
3. Meet NFPA and IFC requirements for storage, heights, aisles, and special requirements.
4. Provide a list of all chemicals and hazardous materials (MSDS) and the quantities that will be used or stored on the premises.

RESTAURANTS

1. Meet all the requirements of the standard office.
2. All grease producing appliances must have Type I hood and duct systems and the requirements of NFPA 96 (commercial ventilating hood). Welds on the hood and duct must be visually inspected by the fire inspector. Listed baffle type filters are required in the hood.
3. Automatic fire extinguishing systems installed in hood and duct providing proper coverage.
4. A 40BC rated fire extinguisher must be properly tagged and mounted in the kitchen adjacent to the hood.

BURGLAR ALARM PERMIT INFORMATION

<http://www.ci.irving.tx.us/police/alarm-permits.asp>