This page provides general information about the Certificate of Occupancy (CO) process. A building or tenant space may not be occupied, and the business may not be operated, until the CO is issued. Making application for a CO is not a guarantee that a CO will be issued. For any questions about zoning or land use, please visit our website Arlingtontx.gov, Planning and Development Services department or the One Start Center on the second floor of City Hall. The applicant will need to pick up a copy of the issued CO at the One Start Center after all the inspections are approved. Issued COs are not mailed to the applicant.

**Important** - if you are making application for a new use or a use different from the previous use (referred to as a “Change of Use”), you may be asked for additional information such as existing & proposed floor plans, parking analysis, etc. The inspection will not be scheduled for the following business day. A review of the additional information (e.g., floor plan, parking analysis) will take approximately 2-3 business days and may reveal the need for a building permit and/or denial of the CO application.

**Required Inspections:**

<table>
<thead>
<tr>
<th>Department</th>
<th>New Tenant</th>
<th>New Owner</th>
<th>New Name</th>
<th>Clean &amp; Show</th>
<th>Shell</th>
<th>Expanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>P&amp;DS BI</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>FD</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**P&DS Building Inspection Division** – CO inspections may be scheduled for the next business day after the application has been reviewed and approved if you checked “YES, I am ready for an inspection.” It is the applicant’s responsibility to ensure that the building is accessible to the Building Inspector at the time of inspection. If you specifically request an ETA call and provide a valid phone number, the inspector can call the provided number the morning of the inspection and give a two-hour window for the inspection.

- Inspections requested at 817-261-8817 before 7:00 a.m. will be performed on the same day.
- Inspections requested at or after 7:00 a.m. will be performed the following business day.
- The Building Inspector will inspect the premises to verify compliance with all applicable building codes.
- **The Building Inspector must have complete access to all areas for the CO.** No one is required to accompany the inspector on the inspection at locations where complete access has been provided.

**Fire Department** – A Fire Inspector will inspect the premises for compliance with the Fire Code. For appointments speak to the fire inspector at 817-459-5539. An appointment is required unless you checked “YES, I am ready for an inspection.” Next day inspections are scheduled automatically by the Fire Department without an appointment.

All CO applicants for new name or new ownership on multifamily structures will be contacted by Code Compliance to arrange the CO inspections. Neither Building Inspections nor Fire Department will perform CO inspections on existing multifamily structures.