



CERTIFICATE OF OCCUPANCY PERMIT AND INSPECTION PROCESSES

PREPARATION....

1. Contact Planning and Zoning to confirm the business can be located at a particular address: (mlazo@hursttx.gov)

NEXT....

1. ALL applicants are required to create a Citizen Self-Service account (**CSS**) to apply for a permit.
2. Permit via: www.hursttx.gov/css, then log in and click on "Apply" and "New Certificate of Occupancy"
3. Fill in blanks and upload / provide ALL required information and documentation.
4. Staff reviews the permit application, information, and documents.

SUBMITTAL REQUIREMENTS....

1. The "Applicant" is the **tenant** - Copy of a US issued ID is **required**
2. A business plan that includes:
 - a. Type of Services / products.
 - b. Days & hours of business operation.
3. Draw a legible footprint / layout of the building, space, and/or suite for the business:

Square foot of the entire suite / space/ building	Show ALL entrances and exits	Show & label ALL rooms & spaces
Show square foot for each room / space	Show Furniture & equipment layout	Mark the location of the water heater
Mark location of electric panel box	Show location of emergency lights	Parking plan / analysis
4. **FOOD ESTABLISHMENTS INCLUDE:** ALL of the above plus copy of menu and show the size & location of grease trap

**** Additional information / documents may be required upon review and / OR inspections. ****

EXPECT APPROXIMATELY 10 BUSINESS DAYS FOR PLAN REVIEW TO COMMENCE, FROM THE DATE PAYMENT IS RECEIVED, ALL REQUIRED DOCUMENTS AND INFORMATION ARE SUBMITTED, AND/OR DATE OF RESUBMITTAL

SOME ADDITIONAL INFORMATION YOU SHOULD KNOW...

- **Most** businesses / establishments are required to have **at least two** restrooms (1 men's & 1 women's) additional restrooms may be required depending on the type of business and/or occupant load.
- **ALL** businesses and establishments are required to have hot water for sanitary purposes.
- The code requires a specific number of exits located in specific locations.
- Dumpster enclosures are required.
- A Fire Suppression System may be required if
 - a. The building / space is greater than 6000 square feet, or
 - b. The proposed occupancy use includes assembly, educational, hazardous, and/or institutional (including but not limited to: event venues, churches, restaurants, daycares, schools, hospitals, correctional facilities, etc.)
- **ALL** Food Establishments / Restaurants are **required** to have A 750 gallon testable grease trap in good working order:
 - a. **Definition of Food Establishment** – establishments selling food, operations that provide food to the public for consumption, a food service, retail food store, a temporary food establishment, a mobile food unit, and/or a roadside food vendor.
 - b. **Definition of Food** - any nourishing substance that is eaten, drunk, or otherwise taken / consumed into the body to sustain life, provide energy, promote growth, health, dietary needs / wants, etc.
- Food Establishments / Restaurants require approval from the Tarrant County Health Dept. before operating.
- Inspections are required to pass **PRIOR** to operating the business.

Kiosks submittal requirements:

1. A diagram of the general footprint of Mall area, label adjacent stores & suite numbers, and indicate the location of the proposed kiosk

Square foot of kiosk cannot exceed 300	Minimum distance permitted between kiosk is 20'
Kiosks are not permitted in corridors	Kiosks are not permitted in areas that are less than 20' wide
A minimum distance of 20' from kiosk to storefront required	Kiosks cannot impede emergency egress or accessibility
Kiosks shall not block store fronts	Kiosks may not be located closer than 8' from a storefront

PLEASE CONTACT 817-788-7088 or permits@hursttx.gov for assistance

CITY OF HURST

CERTIFICATE OF OCCUPANCY INSPECTION PROCESS

AFTER your Certificate of Occupancy permit is **approved / issued**. Login into your CSS account to request inspections.

www.hursttx.gov/css

Need Power?

- Request a *Temporary Power* inspection via your css portal.
- The space / building must be in a safe condition to allow power to be turned on.
- After the inspection passes, contact your utility provider to schedule the power to be turned on.

Already Have Power?

- Request a *Building Final Inspection & Fire Inspection* via your online css portal.
- Make the space / building ready: Install, place, connect all furniture, appliances, and equipment, etc.
- All equipment and appliances shall be operating.
- All utilities must be active and operating.

Other things to know:

1. Operating a Business requires due diligence, regardless if it is a new business, change of ownership / name, change of use or scope, or moving an existing business to another location. **ALL** businesses operating in the City of Hurst are required to have a Certificate of Occupancy.
2. The space / building / business / establishment may **NOT** operate until all inspections are completed.
3. Contact Tarrant County Health Department for all inspections regarding food establishments, services, and/or products: 817-321-4960.
4. A City alcohol permit is required for any business selling alcohol (817-788-7043):
<https://www.hursttx.gov/home/showpublisheddocument/11672/638028878017500000>
5. Separate permits are required for any work consisting of: Construction, alteration, demo, flatwork, trade work, sign installation, dumpster enclosure, & fence repair and/or installation.
6. Need sales tax certificate? <https://comptroller.texas.gov/help/sales-tax-registration/requirements.php/>
7. Provide TDLR Licenses (if applicable): <https://www.tdlr.texas.gov/>
8. Chamber of Commerce: <https://heb.org/>
9. Tarrant County Small Business Information and Requirements:
<https://www.tarrantcounty.com/en/county/small-business/information-and-requirements.html>
10. Tarrant County Business Information:
<https://access.tarrantcounty.com/en/county-clerk/vital-records/assumed-names.html>
11. Start a Business in Texas:
<https://gov.texas.gov/business/page/start-a-business>

INSPECTIONS:

THE BUILDING OR SPACE MUST BE SET UP AND READY TO OPERATE WITH ALL FURNITURE AND APPLIANCES IN PLACE AND OPERATING. IT MUST BE READILY ACCESSIBLE FOR THE INSPECTOR BETWEEN THE HOURS OF 8:00 AM – 4:00 PM. IF THE BUILDING / SPACE IS INACCESSIBLE, RE-INSPECTION FEES CAN / MAY BE ASSESSED. WE ARE UNABLE TO HONOR TIME REQUESTS OR CALL AHEADS. IF A LOCKBOX IS INSTALLED, PLEASE CALL THE OFFICE TO PROVIDE CODE.

*Upon passing **ALL** inspections, a Certificate of Occupancy will be mailed to the applicant. The Certificate must be framed and placed in a conspicuous location near the entrance.*

IF YOU NEED ASSISTANCE, PLEASE CONTACT:

permits@hursttx.gov or 817-788-7077