

## Certificate of Occupancy

### When is a Certificate of Occupancy Required?

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the Public Works Department has issued a Certificate of Occupancy.

### What is Required for a Certificate of Occupancy?

Complete and submit an application to the Public Works Department. Other requirements are as follows:

- Obtain square footage
- Name of business
- Tax I.D. certificate
- Specific use of business
- Name, address & phone number of owner
- Schedule an inspection with Public Works and the Fire Marshal
- Comply with all Uniform Codes

### How Long Does it Take to Get a Certificate of Occupancy?

The amount of time varies based on the complexity of the work, but generally you can expect your inspection the following day from when it was requested. There will be an initial inspection by the Public Works Department, an inspection by the Fire Marshall, and then a final inspection by the Building Inspector. If no code violations are present, or if no life safety hazards are present, you may occupy the building following the inspection.

### Is My Business Allowed in Any District?

There is no cut and dry answer to this question. A review of your application is done to ensure that the type of business requested is allowed in that zoning district as well as meeting all the requirements for the occupancy group.

### How Can I Get Temporary Power to My Building for Repairs?

Temporary power can be granted in certain circumstances when no life safety is involved in the release of power to a building. The power release is good for only 30 days. After that time, the power is subject to removal if all repairs have not been made. Arrangements for an extension may be made with the Public Works Department.

### **Can I Do the Repair Work on My Business?**

Any work requiring a permit must be obtained by a licensed contractor with the City of Watauga. General maintenance not requiring a permit may be performed by anyone with knowledge of that general repair.

### **How Much Does it Cost for a Certificate of Occupancy Application?**

An application fee of \$50.00 is required on all new businesses or businesses that make a change in their current certificate of occupancy.

### **Is a Certificate of Occupancy Required if I Change the Name of My Business?**

Change in tenant or name of a business will require the issuance of a new Certificate of Occupancy.

### **Where Do I Go to Obtain a Certificate of Occupancy?**

Certificate of Occupancy applications may be obtained at the Public Works Department located in the Water Tower at 7800 Virgil Anthony Sr. Boulevard.

### **Questions?**

Please call 817.514.5839 if you have any questions regarding certificates of occupancy.