



OLD TOWN KELLER CERTIFICATE OF OCCUPANCY GUIDELINES

**This is a general list that should answer most commonly asked questions.
It is not intended as a comprehensive inspection list.**

SITE PLAN

- On all properties that do not meet current development standards, a site plan must be approved by City Council. Contact Community Development for submittal requirements (817-743-4130).
- Permits will not be issued until site plan is submitted.

PERMITS

- A permit is required to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system.
- A floor plan must be submitted on every project even if not remodel work is being done. Floor plan must be to scale, dimensioned, and each room labeled. If any addition or alteration work is being done, plans must clearly detail such work. A narrative shall also be provided describing all work to be done.

BUILDING INTERIOR

LIFE SAFETY

- All exits shall be clear and operational. All exit doors shall be open-able from the inside without a key or any special knowledge or effort. Interior key locks or bar locks are not permitted. An interior key lock may be permitted on the main exit if a sign is posted stating, "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" with a minimum of one inch (1") high letters.
- All stairs and ramps shall have a handrail on both sides. Handrail shall be 35" to 38" high.
- On new stairways, the maximum rise shall be 7". The minimum run shall be 11".
- See ACCESSIBILITY section for ramp requirements.
- Retail occupancies with a sales floor greater than 1,500 square feet must have two (2) exits and emergency lighting shall be provided.

BUILDING INTERIOR

LIFE SAFETY – continued

- Exit signs are required at all exterior EXITS AND IN ANY SPACE WHERE THE EXTERIOR EXIT DOOR IS NOT READILY VISIBLE. Exit signs are to be illuminated at all times and have a minimum 90-minute battery backup. Exit signs are not required at the main exterior exit door if obviously and clearly identifiable as an exit. Exit paths are not allowed through a kitchen, bathroom or storage room. Do not identify these exits with an exit sign.
- Fire extinguishers (minimum 2A 10B C rating) shall be within 75 feet travel distance within each space.

ELECTRICAL

- A licensed master electrician shall do all needed work once permit is issued.
- No temporary wiring may be installed.
- All electrical covers shall be in place.
- No electrical wire may be exposed.
- Electrical service panel shall be complete, safe, and properly fused and labeled.
- Space in front of electrical panel shall not be used as storage.
- Outlets in bathrooms and kitchens shall be GFCI protected.
- All unused electrical fixtures and wiring shall be removed.

PLUMBING

- A licensed master plumber shall do all needed work once permit is issued.
- Water heater temperature & pressure relief valve shall discharge to the building exterior (not including building crawlspace).
- Gas water heaters are not allowed in a bathroom or storage room/closet.
- All hose bibs shall be equipped with vacuum breakers.
- Unused gas lines shall be capped.
- All unused plumbing fixtures shall be removed. All unused plumbing lines shall be capped.

BUILDING EXTERIOR

- Building address shall be posted and visible from the street. Address is also required on the electrical meter base and AC disconnect.
- All landscaping and parking shall be installed according to the approved site plan.
- A temporary certificate of occupancy may be issued for 60 days once the site plan has been approved by City Council and the building has passed inspection to allow the tenant/owner to open for business while completing the landscaping and parking.

ACCESSIBILITY

- All structures open to the public shall have at least one accessible entrance and path to an accessible bathroom. Accessible doorways shall have a net clear opening of 32" minimum. This typically requires a 3'-0" wide door.
- The maximum slope for a ramp is 1:12 (1" rise per 1 foot run). The maximum rise without an intermediate landing is 30". A landing is required at the top and bottom of each ramp with a minimum length of 60". The width of each ramp shall be a minimum of 36" between handrails.
- Grab bars shall be provided on the rear wall and on the side wall closest to the toilet. Side grab bar shall be at least 42" long, starting 12" maximum from rear wall. The rear wall grab bar shall be 24" minimum centered on the toilet or if the space allows, 36" minimum with the edge of the grab bar aligned with the edge of the toilet closest to the wall.

FOOD SERVICE OCCUPANCIES

- A vent hood with fire suppression (Type I) is required above stoves, cook tops, etc. that produce smoke or grease vapors. Otherwise, a Type II vent hood (does not include fire suppression) shall be installed. A Type II hood shall also be installed above dishwashing machines except on under-counter dishwashers.
- Grease traps must be installed and must be properly sized by a licensed master plumber or professional engineer.
- A K-class fire extinguisher is needed within 30 feet of fryers.

Each building and project in Old Town Keller is unique. Therefore, a code item that is not listed may be required. Please keep in mind that existing buildings must comply with chapter 34 of the 2015 International Building Code (IBC). Copies of the 2015 IBC are available to view at the City of Keller Building Services Department.