



City of Bastrop, Texas

Certificate of Occupancy Checklist

Planning Department • 1311 Chestnut Street • 512-322-8840

All applications must be submitted through MyGov (<http://web.mygov.us>). Red fields are required.

BUSINESS NAME:

APPLICANT(S):

Certificate of Occupancy (CO) Required:

1. Occupancy and use of a building hereafter erected or structurally altered
2. Change in use of an existing building to a use of a different classification
3. Change in occupant or business within a building

Process Overview:

1. Pre-Application Meeting (as needed or directed by staff)
 - a. Discuss your project with staff prior to submitting an application. Staff can help identify opportunities and constraints on the proposed project, as well as provide more information on the process and procedures.
2. Complete Application and upload required documents at <https://web.mygov.us>
 - a. If there are items required, we cannot accept the application for review until all items have been addressed.
3. Staff Approval or Denial of application
4. Inspections are scheduled by the applicant via MyGov by 3pm for the next business day
5. Inspectors provide comments on changes needed to be made on-site
6. Applicant addresses comments and acquires appropriate permits as required
 - a. Licensed contractors and inspections will be required for trade permit applications.
7. Applicant requests follow up CO inspection at <https://web.mygov.us>
8. Once all items pass inspection, Certificate of Occupancy is issued

Submittal Package Checklist Items

Applicant	Check all boxes in the Applicant column before submitting project application and documents. All checklist items must be included in the submittal (scanned as individual PDF files) or it will not be accepted for review. If an item does not apply to your project, mark the item as N/A.	
	1.	Building Application, including Completed Checklist and required documentation https://web.mygov.us
	2.	Proof of Ownership or Lease Agreement.
	3.	Agent Authorization Letter signed by Property Owner and Application Agent
	4.	Permit Fee (invoice will be sent after application is accepted for review).

Certificate of Occupancy Sample Inspection List – Commercial Establishments

1.	Address on building exterior, including suite number, must be at least 4 inches high and in contrasting colors.
2.	Fire extinguishers mounted on wall. One is required every 75'. Rating as required by 2018 IFC.
3.	If an assembly use, a maximum occupant load sign posted in a conspicuous place.
4.	If the main entry door has a key operated lock on the interior, post a sign on the door: 'This door to remain unlocked when the building is unoccupied.' This applies to occupancy types B, F, S, and an A occupancy having an occupant load of 300 or less.
5.	If there is change in occupancy type, the electrical service shall be sized for the proposed occupancy.
6.	Separate electrical meters are required for multiple tenant spaces.
7.	All outlets will be checked for correct wiring and grounding.
8.	GFCI protected outlets are required in kitchens, restrooms, and any exposed to weather (exterior).
9.	No extension cords are allowed outside and only UL listed surge protectors are allowed for interior use.
10.	All breakers are required to be labeled and no open spaces in electrical panels or junction boxes.
11.	Electrical outlet switches cannot be missing covers.
12.	No exposed wiring is allowed.
13.	Emergency lighting and exit signs are functioning. Emergency lighting is required for occupant loads over 49.
14.	All kitchen equipment and fixtures in the storage, preparation and handling of food shall discharge in an indirect waste pipe by means of an air gap.
15.	For B occupancy, an occupant load of more than 25 required separate plumbing facilities men and women.

16.	For M occupancies an occupant load of more than 100 require separate plumbing facilities for men and women.
17.	Separate facilities shall not be required in structures or tenant spaces with a total occupant load of less than 15, including employees and customers.
18.	Male and Female signs for restrooms. If separate facilities are not required, a unisex sign shall be posted.
19.	Floor drains shall have trap primers or Trap Guards.
20.	Electrical, mechanical, and plumbing will be inspected for any hazardous conditions such as open junction boxes or open sewer piping.
21.	The water heater and HVAC are functioning properly.
22.	Backflow prevention devices installed where there is a possibility cross contamination, i.e. air gaps, double check backflow, RPZ, or atmospheric vacuum breakers.
23.	If applying for an assembly use (restaurant, bar, event center, or church) a separate Fire inspection is required.
24.	This list is not all inclusive; our goal is to provide a list of the most common issues seen on a Certificate of Occupancy inspection.