



City of Bastrop, Texas

Certificate of Occupancy Checklist

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

All documents must be submitted through MyGov (<http://web.mygov.us>).

BUSINESS NAME: _____

APPLICANT(S): _____

What is a Certificate of Occupancy?

A Certificate of Occupancy is a document provided by the City and is evidence that a structure is habitable based on its legal use and is required for all businesses in the City of Bastrop. No building or structure can be used or occupied until the City has issued a Certificate of Occupancy. For buildings with multiple tenants, each tenant space must obtain their own Certificate of Occupancy based on the approved use.

When is a Certificate of Occupancy (CO) Required (Sec. 6.6.013 of the B3 Code):

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 ownership or change in tenant 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 process on MyGov and upload required documents at <https://web.mygov.us>
3. Staff accepts application for review or issues items required
 - a. If there are items required, we cannot accept the application for review until all items have been addressed.
4. Inspections will be coordinated by City staff with applicant
5. Inspectors provide comments on changes necessary for compliance
6. Applicant addresses comments and, where required, obtains appropriate permits through licensed contractors.
7. Applicant may request follow up CO inspection once items are addressed at <https://web.mygov.us>
8. Once all items pass inspection, Certificate of Occupancy is issued

Submittal Package Checklist Items

Applicant	<p>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.</p> <p>**All documents will be submitted through https://web.mygov.us **</p>	
<input type="checkbox"/>	1.	Completed Certificate of Occupancy Checklist (this document)
<input type="checkbox"/>	2.	Agent Authorization (signed by property owner and applicant), or proof of Ownership / Lease Agreement.
<input type="checkbox"/>	3.	Detailed Floor Plan

**** Review will NOT start till fees are paid****

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 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 than100 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.