



Code Compliance Checklist for Certificate of Occupancy

Occupancy is any temporary or permanent storage of personal items on any part of the property, staging of the house, and/or any human residency.

Items Required for a Certificate of Occupancy Final Inspection:

- 1) Passing Building Final and Customer Service Inspections
- 2) Passing grinder final or OSSF Certificate from permitting authority (County or LCRA)
- 3) All third-party inspections/documents (engineer's letters, blower door test, post-elevation certificate, etc.) received by Development Services
- 4) Address and yard light installed in compliance with zoning ordinances
- 5) Site is clear of all health and safety issues
- 6) All accessory permits are in good standing or have passed final inspection and are closed out.
- 7) Site and surrounding areas are clear of all construction materials, landscape materials and debris
- 8) Site complies with all applicable City Ordinances
- 9) Any damage to neighboring lots has been restored to original conditions and letters of acceptance from lot owners received by Development Services
- 10) Mechanical equipment such as pool equipment and AC units, must be screened from view per ordinance 14.02.402(15)(K)
- 11) 6" of quality topsoil installed. Silt fencing in place until site is 80% re-vegetated.

I, _____, certify that all items have been addressed.

Phone number: _____ Email Address: _____

Request: Final CO Temporary CO (Items 1-6 must be completed)

Project Address: _____ Builder: _____ Date: _____

There is a \$500 fee for a temporary certificate of occupancy with a \$100 re-inspection fee when the final inspection is requested. These fees are due prior to issuance of the temporary certificate of occupancy and may not be deducted from the deposit.

There is a fine of \$500 a day if the temporary certificate of occupancy expires before the final certificate of occupancy is issued. Each day is considered a separate offense.