

CLOSING OUT A NEW CONSTRUCTION PROJECT

- **Certificate of Completion** (Typically issued to contractor on request after building project is completed)
 - All required and applicable inspections are required to be completed and approved.
 - All applicable Final Inspections are required to be requested, scheduled, and approved.
 - Example:
 - Building Final
 - Electrical Final
 - Energy Final “Upload” 3rd party
 - Plumbing Final
 - Mechanical Final
 - Zoning Final
 - Other City Department Approvals Needed (It is the responsibility of applicant to contact)
 - Engineering/Public Works (Civils) Main # 972-237-8321
 - Fire Department (Fire Marshall’s office) Main # 972-237-8312
 - Environmental Services Dept. (Public Health) Main # 972-237-8055

- **Certificate of Occupancy (CO)** [Issued to the Occupant – Typically business/agent/owner]
 - All Inspections are required to be complete, same as for Certificate of Completion.
 - A CO application submittal is required via the CSS portal and must be submitted by the business owner/tenant/occupant. The CO is for the business that is occupying the structure or suite, not the contractor. (A separate CO application is required for each building, suite and/or occupant as needed)
 - https://egov.gptx.org/EnerGov_Prod/SelfService#/home
 - Contact Building Inspections CO coordinator with any questions

- **Temporary Certificate of Occupancy (TCO)** – Allows occupancy before project is completed.
 - A CO Application submittal is required via the CSS portal
 - All required and applicable optional inspections are required to be completed and approved.
 - All required Final Inspections must be requested and completed (All trades and departments)
 - All Fire and Life Safety systems must be complete and operational including but not limited to the following items:
 - Fire Sprinklers 100% tagged and in operation
 - Fire Alarm 100% tagged and in operation
 - All Exits/Egress components are 100% complete
 - Safe access and discharge to public right of way is provided.
 - Majority of construction is complete

- **Permission to Stock** – This is typically prior to Certificates described above.
 - Certificate of Occupancy application must be submitted by operator/business/occupant.
 - Request form must be filled out, submitted and inspections approved