



Commercial Certificate of Occupancy Inspection Information

NOTE: A BUILDING PERMIT is required for any alternation or construction work.

To receive an inspection for a "Certificate of Occupancy", the following instructions must be followed.

1. Complete the Certificate of Occupancy application.
2. Return the application to the city and pay the fee.
3. Request a Certificate of Occupancy inspection from the city.
4. Inspections are to be scheduled before 4:00 pm to have inspection the next day.
5. Post your approved permit application (tape to door or window).
6. Have space or building open from the hours of 8:00 am to 5:00 pm.
7. Must have a Sales Tax Certificate with Everman Business address (if applicable)
8. Must be ADA-compatible.
9. Must have TDLR if it's a Beauty Salon or Barber Shop.
10. Must have at least one Handicapped parking spot in front of the Business location.
11. Must have Tarrant County Health Certificate or Food Handlers Permit, Tarrant County Food Establishment Permit, Tarrant County Health Inspection Report
12. TABC Certification

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during the inspection are listed below. This list is not intended to be an all-inclusive list.

13. An electric meter must be installed, and an electric service must be provided at the time of inspection.
14. If the property has Gas Service, then the Gas must be turned on.
15. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
16. When required, illuminated exit signs must be in good working order.
17. Addresses and suite numbers must be posted on the building in 6-inch minimum numbers on a contrasting background visible from the street.
18. Every space must have 24-hour access to the electric panel, which serves that space.
19. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
20. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
21. Added electrical fixtures and outlets must comply with the National Electric Code.
22. Hose bibs should have vacuum breakers.
23. Plumbing fixtures must be in good working order and not present a potential backflow/cross-connection hazard.
24. Any unused plumbing must be capped.
25. Gas appliances and heaters must be properly vented and installed.
26. GFCI protection of electrical receptacles will be required per the provisions of the National Electrical Code.
27. The number of required exits and travel distances for the proposed occupancy shall meet the requirements of the International Building Code, and the International Fire Code.
28. The number and location of required portable fire extinguishers shall meet the requirements of the International Fire Code.
29. Type I and Type II commercial kitchen hoods shall meet the requirements of the International Mechanical Code and International Fire Code.
30. Occupancy Load Calculations for the proposed occupancy shall be computed in accordance with the International Building Code and the International Fire Code.
31. Required exit doors and pathways shall not be blocked in any manner.
32. Current/up-to-date inspection reports shall be on site for all plumbing backflow prevention devices.

NOTE: When required, additional Fire Certificate of Occupancy Inspections and Health Certificate of Occupancy Inspections will be required prior to the issuance of a Final City Certificate of Occupancy. To schedule or check the status of an Inspection please contact Donna Wilkerson dstrickland@evermantx.net

Office (817) 293-0525 * Fax (817) 551-9495 Website: <http://www.evermantx.us/>
Online Payments <https://payments.evermantx.us:30443/>



212 N. Race St. Everman, TX. 76140

Commercial Certificate of Occupancy Application

DATE: _____

NAME: _____ **PHONE #:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

ZONE: _____ **HOURS OF OPERATION** _____ **DAYS OPEN** _____

EMERGENCY #: _____ **CELL PHONE #:** _____

TYPE OF BUSINESS: _____ **# EMPLOYEES:** _____

Description of intended activities relating to the use of property _____

Description of equipment, machinery, materials, chemicals, and/or solvents to be stored or used at/on this property _____

****PERMITS MUST BE OBTAINED FOR ANY NEW/UPGRADES TO ELECTRICAL, MECHANICAL, AND PLUMBING SYSTEMS.**

****AN ASBESTOS SURVEY WILL BE REQUIRED PRIOR TO OBTAINING A BUILDING PERMIT FOR EXTENSIVE REMODELING.**

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY: FOR ZONING APPROVAL ONLY

APPROVED BY: _____ **DATE:** _____



212 N. Race St. Everman, TX. 76140

COMMERCIAL WATER ACCOUNT SERVICE APPLICATION

ALL information below MUST be completed in order to establish Water Service.

BUSINESS NAME: _____

CONTACT NAME: _____ EMAIL: _____

SERVICE ADDRESS: _____ SUITE: _____

BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

BUSINESS PHONE: _____ FAX: _____

DATE OF SERVICE TO BEGIN: _____

NAME OF OWNER/MANAGER: _____ DL #: _____ STATE: _____

HOME ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CELL PHONE #: _____ ALTERNATE: _____

Deposit of \$_____ as a security for any and all bills which may be due or may become due, to the City of Everman for water or other services on these premises.

TERMS AND CONDITIONS OF SERVICE FOR THE CITY OF EVERMAN

1. A deposit is required, and can be paid by cash, check, or money order.
2. A copy of your driver's license is required at time of submittal.
3. **Bills are due upon receipt or not later than the 15th of each month.**
4. Delinquent notices will be issued after penalties are applied on the 16th of each month.
5. All unpaid balances will receive a 10% penalty after the 15th of each month and are subject to disconnection of services on the 25th of each month. A \$50.00 service charge WILL be added.
6. Extensions **MUST** be requested before the 25th of each month.
7. **EXTENSIONS WILL NOT BE PROCESSED ON THE CUT-OFF DAY.**
8. **A \$34 returned check fee will be assessed for any check that is returned to our office unpaid.**
9. **You will have a minimum bill on all services provided by the City of Everman REGARDLESS of usage.**
10. In order for water to be turned on, ALL faucets, washers, connections, etc., must be off. When water service is established, your representative must be on the premises while the water service is being turned on.
11. Water furnished hereunder is for the sole use of the customer and the selling, furnishing, or permitting the use of water to third parties is expressly prohibited.
12. All lines up to and including the meter and meter box are and remain the property of the City of Everman regardless of the location thereof.
13. This contract and rights hereunder are not transferable without the consent of the City of Everman in writing.
14. WATER SUPPLY TAMPERING- Code of Ordinances-Section 20-199 (#10), It is unlawful to remove, change, interfere with or tamper with any water meter.

SIGNATURE ACKNOWLEDGES CUSTOMER UNDERSTANDING AND AGREEMENT TO TERMS OF SERVICE

SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY:		
ACCOUNT # _____	DEPOSIT AMOUNT: _____	RECEIVED BY: _____



212 N. Race St. Everman, TX. 76140

Water Bill Delinquency Policy-Final Out Procedure Effective August 2014

Subsequent to the termination of Water Services, a resident has one calendar month from the date of water cut-off to bring the bill current. If the resident fails to bring the bill current the account will be closed, the deposit will be applied to the balance and the balance will remain in the accounting system subject to collection.

If the resident continues to occupy the residence after the water cut-off, Code Enforcement will be notified. The code calls for the notification of the resident (and the landlord if applicable) that occupying a residence without water service is a Code Violation. Ten days after notification, if the residence is still occupied, the resident will be ticketed, as will the landlord, if applicable.

To resume water service for the previous account holder the delinquent balance must be paid and a new account must be set up. The required deposit on the New Account may be increased at the discretion of City Management.

_____ I have read the terms and conditions of the Water Bill Delinquency Policy.

C.W. Spencer

City Manager