

## **Certificate of Occupancy**

The City of Copperas Cove requires that all new uses and changes of uses for public occupancy have a valid Certificate of Occupancy prior to opening.

Due to changes in Texas State Law, any permit application for remodel or demolition on non-residential property must have an asbestos abatement certification or survey attached. Any permit application for any non-residential project over \$50,000.00 must have attached a verification of submittal to the Texas Department of Licensing and Regulation, [Texas Accessibility Division](#), for compliance with accessibility standards.

The City has adopted the National Electrical Code (NEC)—2017 Edition and the International Codes—2015 Edition with amendments including:

International Building Code (IBC)—2015 Edition  
International Fire Code (IFC)—2015 Edition  
International Fuel Gas Code (IFGC)—2015 Edition  
International Mechanical Code (IMC)—2015 Edition  
International Property Maintenance Code (IPMC)—2015 Edition  
International Existing Building Code (IEBC)—2015 Edition  
International Plumbing Code (IPC)—2015 Edition  
International Private Sewage Disposal Code (IPSD)—2015 Edition  
International Residential Code (IRC)—2015 Edition  
International Energy Conservation Code (IECC)—2015 Edition  
International Swimming Pool and Spa Code —2015 Edition

The Fire Department works closely with the Building Department to ensure that all new buildings meet the requirements of the 2015 International Fire Code and the City Code of Ordinances. This includes all permitting and plans review associated with new construction and alterations/remodeling. Additionally, they perform all acceptance test inspections on fire suppression systems, life safety systems, alarms systems, and Certificate of Occupancy Inspections. And finally, fire inspections are conducted in commercial businesses.

Below are links to the list of inspections to be performed by each department for Certificate of Occupancy. Once all items have been addressed and you are ready to open your business to the public, you may contact the Building Department to schedule your Certificate of Occupancy inspection.

Inspections are performed on Tuesdays & Thursdays, between 3pm-5pm. Inspections are limited to 2 per day (1 if large).

If you are not selling food/beverages at your location, you do not need to follow the Health Department inspections.

[Building Department Inspection Report \(Building Dept\)](#)

[Fire/Life Safety Inspection Form \(Fire Dept\)](#)

[Retail Food Establishment Inspection Report \(Health Dept/Code Compliance\)](#)

Before a Certificate of Occupancy may be scheduled, the commercial business must be set up "as if" they were open and operating. Water & electricity must be turned on.

As part of the application submittal, a completed business contact form will be required. The form is located below in .pdf or .doc format.

[https://www.copperascovetx.gov/files/forms/police/Business\\_Alarms.pdf](https://www.copperascovetx.gov/files/forms/police/Business_Alarms.pdf)

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