

CERTIFICATE OF OCCUPANCY

A SIGNED CERTIFICATE OF OCCUPANCY MUST BE POSTED AT ALL TIMES.

OCCUPYING A BUILDING WITHOUT A CERTIFICATE OF OCCUPANCY IS A VIOLATION OF CITY CODE AND MAY RESULT IN CITATIONS BEING ISSUED.

A new Certificate of Occupancy and Business Permit is required for:

- All new businesses
- Change of business owner
- Change of State Tax ID
- Change of business name

Request a zoning verification letter from the Planning and Zoning department:

- 817-230- 0550
- pz@saginawtx.org

Submit the completed application with zoning verification letter: permits@saginawtx.org

Verify all utilities are on: electric, water, and gas (if applicable).

Schedule inspections with building, fire, environmental, and health departments.

Saginaw Building Inspection Line: 817-232-4263 (request a CO inspection)

Tarrant County Health Department: 817-248-6299

Prior to a Certificate of Occupancy being issued, the applicant must have documented proof of all of the following:

- A final inspection by the Building Department
- A final inspection by the Fire Department
- A final inspection by the Environmental Department
- A final inspection by the Tarrant County Health Department (if applicable)
submit report to: permits@saginawtx.org
- The fee is \$200.00 for a Certificate of Occupancy
- The fee for Annual Business Permit is \$25.00
- The fee for a Grand Opening Permit (optional) is \$25.00 application available upon request

When all inspections have passed, a payment link will be e-mailed for the Certificate of Occupancy fee. Once the CO fee has been paid, a payment link will be e-mailed for the Annual Business Permit and Grand Opening Permit (if requested). The signed Certificate of Occupancy will be delivered to the business location.