



## COMMERCIAL FINALS FOR CERTIFICATE OF OCCUPANCY

### PRE-FINAL CONTRACTOR REQUIREMENTS FOR CERTIFICATES OF OCCUPANCY

Your project is nearing completion. To ensure a smooth finish, please take some time to review the attached procedure and requirements for closing out your permit.

You will see that it consists of two parts, Final Documentation and Final Inspections.

By now, all your progress inspections should be complete. Please review your Inspections on our Self-Service portal. If you have any inspections available that have not been completed, please ensure they are requested prior to seeking Final Inspections. This applies to those which may have had “Partial Pass” results entered, even though they were complete. You may contact your Primary Inspector to assist you in completing this part of the process.

The other item that needs to be addressed is Final Documentation. This will vary depending on the type and scope of your project. All Final Documentation must be received prior to completion of Final Inspections.

You can access your permit records, schedule most inspections, and submit documents on the CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

### FREQUENTLY ASKED QUESTIONS

#### WHO HAS TO SIGN OFF ON MY C.O.?

*Building Inspections and Fire Departments for all construction  
Engineering, Planning and Parks Departments for new construction  
Environmental Health for food service or pools*

#### HOW CAN I SCHEDULE INSPECTIONS WITH OTHER DEPARTMENTS?

*For Planning and Parks Finals, contact the departments directly. Your Engineering inspector will handle their final inspections. Schedule inspections for Building, Fire, and Environmental Health through CSS.*

#### DOES COPPELL ISSUE TEMPORARY C.O.'S FOR SUBSTANTIAL COMPLETION?

*No, we expect all requirements to be met when a Certificate of Occupancy is issued*



## COMMERCIAL FINALS FOR CERTIFICATE OF OCCUPANCY

### PREPARING FOR FINAL INSPECTIONS

The following steps must be completed prior to requesting Final Building inspection.

- All required inspections complete.
  - Verify any "Partial Pass" results are completed.
  - Ensure that any Inspections available on CSS are either removed or resulted by Inspector.
  - Wastewater Camera Sewer Line and "Water Utilities" inspections (Part of Engineering Inspection Scope) must be completed prior to requesting Final Building inspection
- All related (child) permits are complete, e.g. Fence, Irrigation, etc.
  - Irrigation Contractors must have submitted successful back-flow test results to [sctrackingsolutions.com](http://sctrackingsolutions.com).
- All Final Documentation is submitted.
- All Departmental Finals prior to Building and Fire Finals are complete.
  - "Departmental Finals" for Commercial Projects are Planning, Engineering, Fire, Environmental Health and Parks depending on scope of project.

### FINAL DOCUMENTATION REQUIREMENTS

All required paperwork should be uploaded to the permit(s) online through the City's CSS portal prior to scheduling final inspections:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

Typical final document requirements for commercial permits include, but are not limited to, the following. Final documentation requirements may vary depending on the scope of work. Additional documents may be requested by City staff.

- Surveys (Part of Civil/Engineering Scope)
  - Form Board or Site Plan
  - Final Drainage



## COMMERCIAL FINALS FOR CERTIFICATE OF OCCUPANCY

- **Certifications**
  - Termite Treatment application
  - Energy Compliance (Energy Final Inspection Report)
  - Engineer's Inspection Certifications
    - Pre-pour Foundation
    - Wind Bracing (Shearwall)
  - TCEQ CSI Report (Lead/Cross Connections) - Submitted to STrackingsolutions.com
  - Domestic/Fire Backflow Test - Submitted to STrackingsolutions.com
- Architectural, Mechanical, Electrical, Plumbing and Landscape As-Built drawings in PDF format
  - All sheets must be watermarked "As Built"
- All Departmental Finals prior to Building and Fire Finals must be complete. This includes any additional documentation required by those departments.
  - "Departmental Finals" for Commercial Projects are Planning, Engineering, Fire, Environmental Health and Parks depending on scope of project.

## DEPARTMENTAL INSPECTIONS AND CONTACT INFORMATION

Other City departments may need to inspect and sign off on the project. The scope of these departmental inspections includes, but is limited to, the following. Contact information is provided below.

- **FIRE**
  - The Fire Marshal will verify that all fire suppression, alarm, and access system permits are complete and compliant. They will verify building and site access elements, including fire lanes, hydrants and FDCs, addressing of the building, and access to riser rooms. Fire will work in conjunction with the building inspector to verify that means of egress and emergency lighting codes are met. Final Fire inspections may be scheduled through CSS or by contacting the Fire Marshal's office directly.
  - Contact Fire at (972) 304-7057 or [kmalone@coppelltx.gov](mailto:kmalone@coppelltx.gov)
- **PLANNING**
  - The Planning Department verifies that all Planned Development requirements associated with the project are complete. This may include screening, landscaping, signage, building elevations, materials, colors, and any special features that may have been required. Contact Planning directly to set up an inspection. Please note that inspections do not necessarily take place the following business day.
  - Contact Planning at (972) 304-3678 or [planning@coppelltx.gov](mailto:planning@coppelltx.gov)



## COMMERCIAL FINALS FOR CERTIFICATE OF OCCUPANCY

- PARKS
  - Parks primarily verifies that the trees that were installed are of the same size and species as the approved landscape plan. Parks will verify the number and location of trees. They will also verify that any original trees that were supposed to be preserved are still present and in good condition. All must comply with the approved tree mitigation requirements. Contact Parks directly to set up an inspection. Please note that inspections do not necessarily take place the following business day.
  - Contact Parks at (972) 304-3689 or [layne.cline@coppelltx.gov](mailto:layne.cline@coppelltx.gov)
- ENGINEERING
  - Engineering will verify completion of the civil Construction Development Permit and compliance with City standards. Work with your assigned Engineering inspector to complete final requirements. The Engineering department will issue a Final Acceptance Letter when the project is fully approved.
  - Contact Engineering at (972) 304-3679
- ENVIRONMENTAL HEALTH
  - The Environmental Health department must approve projects that include food service, commercial swimming pools, or industrial waste. Separate permits are required for those things.
  - Contact Environmental Health at (972) 304-3500 or [evhealth@coppelltx.gov](mailto:evhealth@coppelltx.gov)

## BUILDING INSPECTION DEPARTMENT REQUIREMENTS

The Final Inspection will verify completion of the project in strict accordance with the City-approved plans and specifications. This inspection will include elements of all of the City's adopted codes and amendments (see below). This is the *final* inspection, and will not be approved until all of the above departments sign off. Approval of your Final Building inspection will lead to the issuance of your Certificate of Occupancy. Please apply for a Certificate of Occupancy through the Building Inspections department prior to the final stages of your project.



## COMMERCIAL FINALS FOR CERTIFICATE OF OCCUPANCY

### CODES AND ORDINANCES

The City of Coppell has adopted the 2015 Editions of the International Building, Residential, Energy, Plumbing, Mechanical, Fire, Property Maintenance, and Existing Building Codes. The City has also adopted the 2014 National Electric Code and the 2018 International Swimming Pool and Spa Code. Engineers involved in the design or construction must be licensed in the State of Texas. The Code adoptions and local amendments can be found in Chapter 15 of Coppell’s Code of Ordinances. Zoning regulations are in Chapter 12, and fence regulations are in Chapter 9. All contractors must be registered with the City of Coppell and licensed as required by the State.

[https://library.municode.com/tx/coppell/codes/code\\_of\\_ordinances](https://library.municode.com/tx/coppell/codes/code_of_ordinances)