



Permit Number:

### APPLICATION FOR CERTIFICATE OF OCCUPANCY

|                                     |                                |                |
|-------------------------------------|--------------------------------|----------------|
| Business Name:                      | Business Address:              | Zoning:        |
| Business Phone Number:              | Business Mailing Address:      | Tax ID Number: |
| Tenant/Business Owner Name:         | Tenant/Business Owner Address: |                |
| Tenant/Business Owner Phone Number: | Tenant/Business Owner Email:   |                |
| Building Owner Name:                | Building Owner Address:        |                |
| Building Owner Phone Number:        | Building Owner Email:          |                |

**Purpose of space - as listed in the Kennedale Unified Development Code**

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**CIRCLE BELOW:**

- Is this application due to change of ownership? Yes    No
- Is this application due to change of occupant? Yes    No
- Is this application due to change of use? Yes    No
- Are there sprinkler systems in place? Yes    No
- Is there a working fire alarm? Yes    No
- Are you re-occupying an existing building? Yes    No
- Is this a newly constructed building? Yes    No
- Will there be any additions, alterations or renovations to the interior/exterior of bldg? Yes    No
- Square footage \_\_\_\_\_
- Number of employees \_\_\_\_\_
- Current number of parking spaces \_\_\_\_\_

I, (We), understand that failure to obtain a Certificate of Occupancy for a new, altered, or changed use is in violation of the Unified Development Code and can result in a fine of up to \$2,000 per day.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

**Building Inspector:** \_\_\_\_\_ **Fire Inspector:** \_\_\_\_\_

**Inspection Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_

**Electrical Release Date:** \_\_\_\_\_ **Confirmation #:** \_\_\_\_\_

**Date Mailed/Emailed Certificate:** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_



**KENNEDALE**

# SELF INSPECTION FORM

**(This form is for your reference only. It does not need to be turned back in)**

## FIRE DEPARTMENT

| <b><u>Access and Premises:</u></b>   | Yes | No | N/a |
|--|-----|----|-----|
| Are Address numbers for the building visible from the street?  |     |    |     |
| Is the exterior fire department access unobstructed?   |     |    |     |
| Does your building have a Knox Box? If so, will the keys inside it open all doors? If locks are changed contact the Kennedale Fire Department to install new keys.   |     |    |     |
| Is combustible vegetation removed so as to not create a fire hazard?   |     |    |     |
| Is there maintained a minimum 3' clearance around fire hydrants?   |     |    |     |
| <b><u>Egress ( Exiting)</u></b>  |     |    |     |
| Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?  |     |    |     |
| If the main exit door is provided with key-locking hardware is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are the other exit doors operable from the inside w/o the use of a key or any special knowledge or effort? |     |    |     |
| Are the exits and exit enclosures free of storage?   |     |    |     |
| Are doors with self-closing hinges maintained in the closed position (not blocked open)?   |     |    |     |
| <b><u>Electrical</u></b>   |     |    |     |
| Are all electrical outlets, switches and junction boxes properly covered with cover plates?<br>Is the electrical system safe from any apparent shock and/or other electrical hazards?  |     |    |     |
| Are circuit breakers/fuses labeled so as to identify the area protected?   |     |    |     |
| Is the area in front of the electrical panel(s) clear, by at least 36"?  |     |    |     |
| Are extension cords used only for temporary use? (90 DAYS)   |     |    |     |
| Are extension cord(s) of heavy duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances?  |     |    |     |
| Are extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only one portable appliance?  |     |    |     |
| Is the capacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)?  |     |    |     |
| If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?  |     |    |     |
| <b><u>Emergency Lighting/ Egress Illumination</u></b>  |     |    |     |
| If emergency lighting is provided, is it maintained in operable condition?   |     |    |     |
| Is the means of egress illuminated when the building or structure is occupied?   |     |    |     |
| <b><u>Exit Signs</u></b>   |     |    |     |
| If exit signs are required, are they maintained as illuminated or self luminous?   |     |    |     |
| Does the backup-battery work? ( push the test button, the exit sign should illuminate under battery power)   |     |    |     |
| <b><u>Fire Alarm System</u></b>  |     |    |     |
| If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company?   |     |    |     |
| <b><u>Fire Safety and Evacuation Plans</u></b>   |     |    |     |
| If drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?  |     |    |     |
| If required, are evacuation plans posted?  |     |    |     |
| If required, do you have fire safety plans?  |     |    |     |
| <b><u>Fire Extinguishers</u></b>   | Yes | No | N/a |

|   |  |  |  |
|---|--|--|--|
| Is there access to a fire extinguisher(s) rated at a minimum of 2A-10BC per 6,000/ square ft? In low hazard areas and 3,000 sq. ft. in medium hazard areas?   |  |  |  |
| Is the travel distance from all portions of the building less than 75' to a fire extinguisher?  |  |  |  |
| Are all fire extinguishers visible and accessible (not blocked)?  |  |  |  |
| Have the fire extinguisher(s) been serviced/ tagged by a qualified technician within the last 12 months?  |  |  |  |
| Is the fire extinguisher(s) properly mounted? Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if less than 40 lbs., maximum 31/2' high if greater than 40lbs. In all cases, minimum 4" above the ground)? |  |  |  |
| <b><u>Fire/Smoke Separations</u></b>  |  |  |  |
| Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained in working condition?  |  |  |  |
| <b><u>Fire Suppression Systems</u></b>  |  |  |  |
| Is storage maintained a minimum of 18" below head deflectors in fire sprinkled areas?   |  |  |  |
| If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?  |  |  |  |
| In the commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease?  |  |  |  |
| <b><u>Heat producing appliances</u></b>   |  |  |  |
| If portable electric heaters are used, are they used safely? Are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles.   |  |  |  |
| <b><u>House Keeping and Decoration</u></b>  |  |  |  |
| Is combustible rubbish that is stored in containers outside of vault storage rooms removed from the building a minimum of once each working day?  |  |  |  |
| Are oily rags or similar materials stored in metal, metal lined or other approved containers equipped with tight fitting covers?  |  |  |  |
| Are combustible decorations flame retardant?  |  |  |  |
| <b><u>Mechanical Hazards</u></b>  |  |  |  |
| Is the venting for exhaust products of combustion working properly for gas appliances? (i.e.: water heaters, furnaces, etc.)  |  |  |  |
| <b><u>Smoke Detectors</u></b>   |  |  |  |
| If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified technician?  |  |  |  |
| <b><u>Storage of Combustibles</u></b>   |  |  |  |
| Is the storage of combustible material orderly and clear of exits and openings?   |  |  |  |
| Are Combustible materials not stored beneath the building or structure?   |  |  |  |
| Are the mechanical rooms and electrical panel rooms maintained free of all combustible materials?   |  |  |  |
| Are dumpsters that are 1.5 cubic yards or more placed more than 5' from combustible walls, openings or combustible roof eave lines?   |  |  |  |
| If you have storage of compressed gas containers (such as Co2, helium, etc.) are they chained to prevent falling?   |  |  |  |
| <b><u>Storage of Combustible and Flammable Liquids</u></b>  |  |  |  |
| Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?   |  |  |  |

### **BUILDING INSPECTIONS**

|  |  |  |  |
|--|--|--|--|
| Required number of parking spaces                        |  |  |  |
| Stripe parking area/include handicap space(s)            |  |  |  |
| Handicap restrooms for customers/employees if applicable |  |  |  |

*A "NO" response to any of these questions indicates the presence of a code violation*

# KNOX-BOX<sup>®</sup>

## Rapid Entry System

Helping the Fire Department Protect Your Property



Knox-Box<sup>®</sup> 3200 Series



Knox-Vault<sup>™</sup> 4100 Series



Knox-Vault<sup>™</sup> 4400 Series



Knox Elevator Lobby Box



Knox Cabinets



FDC Protection Products



Padlocks, Key Switches



Master Key Retention



Electrical Shutdown



Knox Residential Products

**KNOX-BOX<sup>®</sup> access**  
**provides faster emergency**  
**response without**  
**forced entry damage.**



www.knoxbox.com or Call: 800.552.5669

Kennedale Business Owner

Dear Sir or Madam:

The Kennedale Police Department realizes how important you are to the commerce and growth of this City and would like to take a moment and update our information about your place of business. Your participation is key to fighting crime, both for the safety of your employees and the well being of your company's assets.

Please take a moment to fill in the appropriate information. This information is vital to our Communications Division, Patrol Division, and for the information that we use to give support to our local Fire Department.

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Kennedale, TX 76060

Business Main Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**AFTER HOURS EMERGENCY CONTACT INFORMATION**

Please place the after hours emergency contacts in the order in which you prefer to be called in case of an after hours emergency.

Contact Number One: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Contact Number Two: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Contact Number Three: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Please advise of any concerns you have that you would like to bring to the attention of the Police Department.

Tommy Williams  
Chief of Police