



Certificate of Occupancy Inspection Information

NOTE: A separate permit is required for any remodel or alteration to an existing space involving structural, mechanical, electrical or plumbing work.

To receive an inspection for a Certificate of Occupancy (CO), it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application on the portal.
<https://keenetxpermits.portal.iworq.net/portalhome/keenetxpermits>
2. Pay fees and request inspections on the portal.

The CO inspections are required for life safety items and general maintenance. Common items noted during inspections are listed below. **This list is not intended to be an all-inclusive list.**

Building Final MEP and Customer Service Inspection

1. Doors to the exterior should not have double locks, side bolts, or other locking devices other than a thumb turn lock or bolt.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite number must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electric panel, which serves that space.
5. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Added electrical fixtures and outlets must comply with the 2017 NEC.
8. Hose bibs should have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be properly vented and installed.

Fire Department Inspection

1. Fire lanes, aisles, stairs, exits, fire doors and fire escapes are clearly visible and not blocked.
2. Alarm systems, fire sprinklers, and fire extinguishers are in good standing and placed in the proper areas.
3. Combustibles and flammable liquids have proper storage.
4. Electricity is not overloaded, wiring and breakers are in good standing and extension cords are used properly.
5. Storage/racks are placed in the appropriate locations and at the correct height requirements.