Checklist for Commercial Construction Jobs To Obtain A Certificate Of Occupancy

This is a list of approvals that shall be obtained from other City of Denton departments and divisions prior to a Certificate of Occupancy being issued. Failure to obtain these approvals will result in a Certificate of Occupancy not being issued.

1) **Energy Compliance Letter/ Certificate/Test Form** - This includes lighting compliance, mechanical, equipment, building envelope, insulation. Email or give to building inspector.

2) **Public Works Inspections Acceptance** - Public utilities improvements, public street improvements, public sidewalks. This is received via email. The point of contact is Robert Plato: 940.268.8497

3) **Solid Waste Approval** - This is for dumpster enclosures. The point of contact is Brian George: 940.349.8007

4) **Zoning Compliance Officer Approval- TFO's Only** - Caleb Norris: 940.349.7454, Justin James: 940.349.7457

5) **Grease Interceptor Approval** - Heather Goins: 940.349.8610

6) **Landscape Approval** - Rodney Martin: 940.349.8386

7) **Health Approval** - Kevin Cummings: 940.349.8372

8) **Fire Approval** – call 940.349.8863 to schedule

9) **Irrigation Approval** - contact building inspector

10) **Sign Permits Approved** – Caleb Norris: 940.349.7454, Justin James: 940.349.7457

11) **Termite Certificate** – email or give to building inspector.

12) **3rd Party Specialty Reports** - Final site survey, structural steel, concrete breaks, medical gas etc., send to your assigned building inspector or to Billy.Ewton@cityofdenton.com. Must have address on report.

13) **Survey Verification** – Romulus Celan: 940.349.8620

14) **Sales Tax Certificate** - Submit to front desk at 215 West Hickory Street.

15) **Parking Lot Approval** - building inspector

16) **Water Department** - If more than 1 meter contact Natalie Stockard at 940.349.8456.

- Please note that all City of Denton employees email follow the same format: firstname.lastname@cityofdenton.com
- If you have any questions or concerns, please contact your assigned building inspector.