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## Certificate of Occupancy Inspection Information

**NOTE: A BUILDING PERMIT is required for any alteration or construction work.**

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application.
2. Return application to the city and pay fee of \$80.00
3. Request a Certificate of Occupancy inspection from Bureau Veritas. Inspections received by 5:00 p.m. Monday - Friday will be performed the next business day.  
Phone: (817) 335-8111 / toll free (877) 837-8775  
Fax: (817) 335-8110 / toll free (877) 837-8859  
Can also be emailed to: [inspectionstx@us.bureauveritas.com](mailto:inspectionstx@us.bureauveritas.com)
4. Post your approved permit application (Tape to door or window).
5. Have space or building open from the hours of 8:00 a.m. - 5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

1. Doors to the exterior should not have double key locks, slide 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 # 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 National Electric Code.
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.

# Residential Certificate of Occupancy Checklist

DATE OF ISSUANCE \_\_\_\_\_ CO# \_\_\_\_\_  
 OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

OCCUPANT NAME \_\_\_\_\_  
 PHONE \_\_\_\_\_

I, \_\_\_\_\_, understand that if the initial inspection reveals violations as cited below, compliance must be met within \_\_\_\_\_ days from the date of the initial inspection in order to avoid further enforcement actions.

\_\_\_\_\_  
 Owner/Applicant \_\_\_\_\_ Date

\_\_\_\_\_ Approved for move in \_\_\_\_\_ Conditional(\_\_\_\_\_ days)  
 \_\_\_\_\_ Not approved for move in \_\_\_\_\_ Re-inspection required  
 \_\_\_\_\_ Substandard \_\_\_\_\_ No show

\_\_\_\_\_  
 City Inspector \_\_\_\_\_ Date

**Property Standards:**

- \_\_\_\_\_ 1. No holes or protrusions on property
- \_\_\_\_\_ 2. Secure wells and septic tanks
- \_\_\_\_\_ 3. Address number displayed on property
- \_\_\_\_\_ 4. Secure fencing
- \_\_\_\_\_ 5. No collection of water conducive to mosquito breeding
- \_\_\_\_\_ 6. Public health nuisance \_\_\_\_\_

**Structural Standards:**

- \_\_\_\_\_ 1. No visible mold
- \_\_\_\_\_ rotten wood in outside walls and eaves
- 2. No holes or \_\_\_\_\_
- \_\_\_\_\_ 3. No deteriorated sheetrock and/or wall coverings
- \_\_\_\_\_ 4 Holes in walls, floors, or ceiling
- \_\_\_\_\_ 5. All doors in place and undamaged
- \_\_\_\_\_ 6. All windows openable
- \_\_\_\_\_ 7. No broken windows
- \_\_\_\_\_ 8. No dilapidated accessory buildings
- \_\_\_\_\_ 9. Working smoke detectors in all bedrooms
- \_\_\_\_\_ 10. Foundation vents

## Residential Certificate of Occupancy Checklist (continued)

### Utility Standards:

- \_\_\_\_\_ 1. Proper dryer vent
- \_\_\_\_\_ 2. Proper A/C ducts and registers
- \_\_\_\_\_ 3. Proper condensate drain (primary/secondary)

### Electrical Standards:

- \_\_\_\_\_ 1. Minimum 100 amp main
- \_\_\_\_\_ 2. Grounded or bonded electrical system
- \_\_\_\_\_ 3. GFCI plugs in kitchen, bathroom, and outside within six feet of water source
- \_\_\_\_\_ 4. Eliminate exposed wires/electric conduit
- \_\_\_\_\_ 5. Covers on plugs, receptacles, switches, and fixtures

### Plumbing Standards:

- \_\_\_\_\_ 1. Proper sewage flow from structure
- \_\_\_\_\_ 2. Operational toilet facilities
- \_\_\_\_\_ 3. No visible plumbing leaks
- \_\_\_\_\_ 4. Washing machine drain to sanitary sewer system

### Code/Health Standards:

- \_\_\_\_\_ 1. No insect, vermin, or rodent infestation
- \_\_\_\_\_ 2. Free of rubbish, garbage, and/or debris
- \_\_\_\_\_ 3. No junk vehicles
- \_\_\_\_\_ 4. No other nuisance violation

Temporary utilities are for \_\_\_\_\_ days only.

If violations are cited, re-inspection is required within \_\_\_\_\_ days or CO permit will expire.