



### CERTIFICATE OF OCCUPANCY CHECKLIST

The following listed items are provided as a guide to maintain a reasonable degree of fire and life safety. Any item not listed but noted as an issue of concern by the person evaluating the building or premises should be corrected. If you feel you need assistance in evaluating your building or premises, please let us know.

1. \_\_\_\_\_ Address / Unit Number posted on front and rear of the building.
2. \_\_\_\_\_ Has your building had a Customer Service Inspection (CSI) to insure there are no water cross connections that exist that could expose the city water supply to contamination and there is proper backflow protection on the building? ***This is a Texas Commission on Environmental Quality (TCEQ) requirement for all City water connections. If you are unsure, contact the Building Inspection Department at (806) 296-1100. PLEASE NOTE: All buildings are required to have a CSI inspection on file.***
3. \_\_\_\_\_ Have all abandoned drain/sewer lines been properly plugged or capped?
4. \_\_\_\_\_ Are all fire extinguishers properly inspected, mounted and spaced for your building? ***If you are unsure about the number of extinguishers needed or their spacing, please contact the Fire Marshal's office for assistance at (806) 291-1251.***
5. \_\_\_\_\_ Is the building's electrical wiring in good repair? ***Examples: Is there any exposed wiring, and are all electrical panels labeled, and with covers in place? Are there any open holes in the electrical panel or missing breaker switches?***
6. \_\_\_\_\_ Are all exit doors unobstructed, accessible, and operating easily? ***NOTE: Only one latching device is allowed on an exit door.***
7. \_\_\_\_\_ Are all exit and emergency lights working properly?
8. \_\_\_\_\_ Is all combustible storage kept a safe distance away from heat producing appliances and equipment or a minimum of 18 inches below the ceiling height?
9. \_\_\_\_\_ If this is a commercial food service or restaurant, have all cooking appliances, vent hoods and suppression systems been serviced, inspected, and tagged? Do you have the proper Health Department Food Certificate to operate the business? ***Please contact the Environmental Health Inspector for more information at (806) 293-1100.***
10. \_\_\_\_\_ Is the electrical panel for this building located in this tenant area or is it located in another tenant area of building? If outside this tenant area, does the occupant or tenant have access to the electrical panel at all times? ***Please note this may not be applicable to your Certificate of Occupancy. Please contact the Fire Marshal's office at (806) 291-1251, or the Building Inspections Department at (806) 296-1100 if you have any questions.***
11. \_\_\_\_\_ If a backflow prevention device is required, have you provided the Test and Maintenance Report (TMR) for backflow prevention devices to the appropriate entity/s?

Please Note: Your building will be subject to periodic fire and safety inspections by the Fire Marshal's office in accordance with the locally adopted Fire Code and Plainview Code of City Ordinance and annual Environmental Health Inspections for food establishments.