



Development Department
Inspections Division
1805 L Don Dodson Drive
Bedford, Texas 76021, Office 817-952-2140

CERTIFICATE OF OCCUPANCY INFORMATION

All Commercial businesses in Bedford must have a Certificate of Occupancy. This includes new business, business name changes, new location of business, or expansion of business.

New Business, Expansion, Owner Change, Name Change:

- ❑ Apply online at <https://bedfordtx.viewpointcloud.com> for a Certificate of Occupancy permit. Please note that you must first create an account in the system, which is a short and simple process.
 - ✓ \$75.00 for Building Inspection fee (no utilities)
 - ✓ \$60.00 for Fire Marshal inspection fee
 - ✓ \$75.00 for Reconnect/Release of utilities to utility provider. **Tenant must contact utility provider.*
 - ✓ **\$210.00** Total for all of the above
- ❑ **You must call and apply for service (electric/gas) with a utility provider. If you do not make application with a provider, the utility (electric/gas) may not be established. The utility provider's application is valid for 20 days. You must make application with each utility company to establish utility service in your name. Please attempt to complete the Certificate of Occupancy process within a twenty (20) day time period to avoid expiration of the utility provider's application.**
- ❑ **If you will be collecting Sales Tax a copy of your "Texas Sales and Use Permit" **must be submitted with your application.****
- ❑ If the place of business requires a Grease Interceptor or a backflow device for protection of the public water system, please contact Public Works to complete all necessary documents for registration.

City of Bedford
Public Works Department 1813
Reliance Pkwy.
Bedford, TX 76021
817-952-2200
- ❑ Prior to opening the business or conducting business operations, you will be required to schedule an inspection with the Building Inspections Division, the Fire Marshal's office and the Tarrant County Public Health Department (if applicable, such as a food establishment). ****Note:** All furniture and fixtures must be in place prior to the inspection.
- ❑ If an inspection is denied for any reason, it will be your responsibility to contact the appropriate Department/Division such as the Building Inspections Division and/or the Fire Marshal's office to schedule a re-inspection.
- ❑ All inspections from the Building Inspections Division, Fire Marshal's office and the Tarrant County Public Health Department (if applicable) must be approved before operating the business.
- ❑ The City will provide an electronic copy of the inspection report indicating approval or denial.
- ❑ After all inspections are complete, you will be notified that the Certificate of Occupancy is approved and may be downloaded from the city's online permitting portal.



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HELPFUL NUMBERS

<u>Inspection Division (Inspection Request Line)</u>	<u>817-952-2155</u>
<u>Fire Marshal Office (Inspection Request)</u>	<u>817-952-2500</u>
<u>Inspection Division Office</u>	<u>817-952-2140</u>
<u>Public Works Department</u>	<u>817-952-2200</u>
<u>Planning and Zoning Department</u>	<u>817-952-2125</u>
<u>Economic Development</u>	<u>817-952-2169</u>
<u>Tarrant County Public Health Department</u>	<u>817-321-4980</u>
<u>Tarrant County Tax Assessor</u>	<u>817-884-1100</u>