



Date:	CERTIFICATE OF OCCUPANCY PERMIT APPLICATION
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Business Address:		Suite #
Business Name (To be displayed on the Business and on the Certificate of Occupancy):		Total Sq. Ft.
Business Name (Other):	Type of Business:	Sales Tax ID #:
Owner Name:		Driver's License #, State
Owner Address:		City: _____ Zip: _____ State: _____
Billing Address (Billing for Annual Fire Inspections):		City: _____ Zip: _____ State: _____
Phone #:	Cell #:	Email:

Is this a new business to the City of Bedford?	Yes	No	Will this space require new electrical service?	Yes	No
Type of trash service:	Shared Dumpster		Private Dumpster	Commercial Hand Load	

Certificate of Occupancy Information		
Yes	No	
		Will you be collecting sales tax?
		Automatic sprinkler for fire protection?
		Monitored fire alarm?
		Will tobacco and/or vaping products be sold?
		Will you provide massage therapy?
		Will there be hazardous material?
		Will you have a Grand Opening?
		Will there be a permanent sign?
		Will there be an interceptor / grease trap ?
		Will food be prepared or served?
		Will alcohol be served?
		Will second hand goods be sold?

**** Note: Exterior finishes for buildings or spaces within the Highway Corridor District or the Central Business District must be of earth tone colors. No florescent, neon or vibrant colors allowed.**

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the City of Bedford. I have read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not. I agree to comply with all property restrictions. I am the owner of the property or the duly authorized agent.

Permission is hereby granted to enter the premises and make all inspections.

Print Name:	Signature:
Contact Phone:	Drivers License #:

FOR OFFICE USE ONLY

Building Permit Fee	\$	Notified contractor / Permit ready:
Fire Marshal Fee		Electrical Re-connect:
Total	\$	Paid:
Approved By:	Date:	Zoning: _____ Occupant Load: _____



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 at City of Bedford for a Certificate of Occupancy permit.
 - ✓ \$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
- Once your Certificate of Occupancy application is approved, the City will contact you to for final signatures and payment to complete the permitting process.
- 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 a copy of the inspection report indicating approval or denial.
- After all inspections are complete, the permanent Certificate of Occupancy will be processed. Please indicate if you would prefer the certificate to be mailed to you, or if you will pick it up.

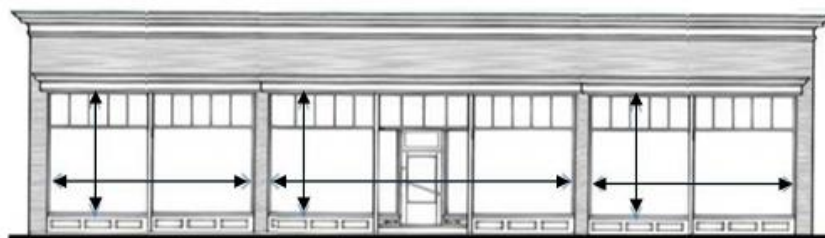


CITY OF BEDFORD
SIGN ORDINANCE NO. 16-3167

Section 6-70 (h) Window Signs

1. No sign permit required. Window Signs shall be regulated in districts zoned “S”, “L”, “H”, “I”, “PUD”, “MHC” and non-residential uses that are permitted in residentially zoned districts.
2. With the exception of illuminated Open/Closed Signs, Window Signs shall not be illuminated.
3. Window signs may occupy a maximum of 33% of the window area.
4. Window area for window signs shall be calculated by multiplying the window width times the height of each window area, including the mullions but excluding building cladding.
5. Where a window sign consists solely of lettering or other sign elements printed or mounted on a window of a building without any distinguishing border or background, the entire area within a circle, triangle, or parallelogram enclosing the extreme limits of writing, representation, emblem, or any figure of similar character shall be treated as a single sign for purposes of area computation.
6. Window signage shall not obstruct the view of any cashier area.
7. Window signs shall be limited to the first floor of a multi-story building.
8. In addition to Window Signs, illuminated Open/Closed Signs shall be limited to one (1) per street frontage and shall:
 - (a) Only read “Open” or “Closed”.
 - (b) Only be located in the window of the business.
 - (c) Remain static and not blink, flash, oscillate or intermittently turn on and off.
 - (d) Not exceed four (4) square feet in sign area.
9. The following shall be exempt:
 - (a) Non-Illuminated addresses, hours of operation, credit card logos, signs allowed by Local and State law, Local and State mandated signage and signs that display the words “Now Hiring” only and do not include a commercial message or any form of advertisement.
 - (b) Mannequins and storefront displays of merchandise visible from the public right-of-way.

Example: Window area calculation not to exceed 33%.



Width x height of window including mullions



Development Department
 Inspections Division
 2000 Forest Ridge Dr
 Bedford, Texas 76021

Phone: 817-952-2140
 Fax: 817-952-2211

LIGHTED WINDOW SIGNAGE
PROHIBITED USES

Section 6-74 (j) Prohibited Signs

With the exception of illuminated Open/Closed signs, exposed neon tubing, luminous tubing, LED or any luminous lighting product that is specifically placed to draw attention to, shall not be used for display inside, outside, or outline of, any window or portion of a window.

Section 6-74 (k) Prohibited Signs

With the exception of illuminated Open/Closed signs, no other luminous signs shall be used for display in a window, or portion of a window.

GRAND OPENING SIGNAGE

Section 6-70 (d) Grand Opening Signs

Grand opening events may utilize inflatable objects, pennant flags, feather flags and banner signs for a period not to exceed 30 days. Grand opening events are limited to the first 90 days after a certificate of occupancy has been issued. No searchlights or flashing type lights are allowed and are strictly prohibited during these events. When an existing business has substantially remodeled, as determined by the building official, the business will have the option of having a Re-Grand Opening. Permit is required.

Additional applications, ordinance information and requirements may be viewed at the City of Bedford Website <http://www.bedfordtx.gov/development/permits/>

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>



BEDFORD FIRE DEPARTMENT

Certificate of Occupancy Check Sheet

- Business must have electrical power, prior to inspection.
- Tenant or owner of space MUST be the one to initiate call for inspection, and MUST be present during inspection.
- One 5 lb. ABC fire extinguisher or one 2A:10BC fire extinguisher, per every 3,000 sq/ft of occupied space, is required (unless occupied space is cut up, then more fire extinguishers may be required). Each fire extinguisher MUST be mounted on the wall, or in a fire extinguisher cabinet (extinguisher's gauge SHALL not be mounted higher than 5 feet off of the ground and the bottom of the extinguisher SHALL not be mounted lower than 4 inches above finished surface). The placement of fire extinguisher(s) is to be coordinated with the Fire Marshal's office. Fire extinguishers SHALL be inspected and tagged by a licensed fire extinguisher company.
- All junction boxes, outlets, and light switches MUST have cover plates on them. No electrical splices permitted to be exposed.
- Multi-plug adaptors (relocatable power taps) are prohibited. If multiple electrical power taps are needed, you MUST use a surge protected device, in lieu of a multi-plug adaptor. Surge protectors MUST be plugged directly into an outlet, NOT into each other. (Daisy chaining surge protected devices is NOT permitted)
- Electrical panel(s) MUST have all circuit breakers labeled accordingly.
- Electrical panel(s) MUST have no openings, if missing breakers, install blank inserts.
- Three feet of clearance is required around electrical panels and heat sources (water heaters, furnaces, etc).
- Furniture MUST be in place, prior to inspection.
- If there are holes in the ceiling, walls, or floor, repair them appropriately. No openings permitted.
- Storage cannot be within 24 inches of the ceiling in a non-sprinkled building. In sprinkled buildings, storage cannot be within 18 inches from the bottom of fire sprinkler heads, throughout entire building (18 inch Rule).
- If your business is located in a strip center, or multi-complex building, the suite address is required, on both, the front and back door.
- The address on the front of your business SHALL be in contrasting color. The address SHALL be at least 8 inches in height and have a minimum of 1 inch stroke width. The numbers/letters SHALL be Arabic numerals or Alphabet letters.
- Exit sign(s) and Emergency light(s) placement, shall be fully functional (back-up battery supply, bulbs, etc.) if applicable, and placement to be coordinated with the Fire Marshal's office.
- ALL fire protection systems (fire alarm, fire sprinkler, suppression hood, etc) MUST be inspected by a licensed fire protection company and have a current blue tag.
- ALL suppression protection hoods or vent-a-hoods MUST be cleaned and tagged by a professional cleaning service prior to inspection. There SHALL be a 40 BC extinguisher within 30 feet.
- Fire lane, if required, is unobstructed, maintained, and properly striped.



Development Department
Inspections Division
1805 L Don Dodson Dr
Bedford, Texas 76021

Phone: 817-952-2140
Fax: 817-952-2211

CERTIFICATE OF OCCUPANCY INFORMATION

RECEIPT
AND
ACKNOWLEDGEMENT

This form shall be signed by the applicant prior to approval of a Certificate of Occupancy permit application

This form will be attached to the approved Certificate of Occupancy Permit on file

I have read the information provided in the Certificate of Occupancy Information packet and hereby agree that if a Certificate of Occupancy permit is issued, all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not.

I hereby agree to comply with all State and Local laws and Ordinances.

Name: _____
(Print)

Name: _____ Date: _____
(Signature)