

**Certificate of Occupancy**  
**Code of Ordinances Sec 3.05.001**  
**City of Westworth Village**  
**817-710-2505**

**Inspection Fee: \$50.00**

The following is a list of the most common turn down items on this type of inspection. There may be other items that will need to be done that are not on this list. If the items on this list are not compliant when we inspect, there will be an additional \$50.00 fee paid for a re-inspection, before the inspector will return.

1. Address must be posted on the front of the house.
2. ALL ROOMS WITH A CLOSET CAN BE USED AS A SLEEPING ROOM AND MUST HAVE WORKING SMOKE DETECTORS INSTALLED AS WELL AS THE HALLWAY LEADING TO THESE TYPES OF ROOMS.
3. Provide and maintain vented heating equipment in operating condition so that it is capable of maintaining a minimum inside temperature of 70 degrees F at a point three feet above the floor in each room of a building intended for human occupancy, from November 1 through April 15
4. Dead trees and limbs, brush and any trash removed.
5. Exterior wood must be painted, with no rot or holes.
6. No roof leaks, missing or damaged roofing.
7. Burglar bars must be code approved.
8. No broken windows
9. All windows in bedrooms must open and be in good operating condition
10. Windows must have a screen if no Central A/C unit is present.
11. Dilapidated buildings must be removed.
12. No double-keyed deadbolts allowed
13. Clothes dryers must be vented to the outside.
14. All gas-fired appliances must be correctly vented and operate with safe connections.
15. Washing machines must drain properly to the sewer.
16. Vacuum breakers must be on all outside hose connections.
17. No stopped up or leaking sewer lines.
18. Need GFCI plugs on all outside, bathroom or kitchen outlets.
19. No exposed wiring, open outlets or panels.
20. All plumbing fixtures must be operational. All sinks, tubs, and showers must have hot and cold water.

**If you have any questions about these items please call.**

**City of Westworth Village**  
 Certificate of Occupancy  
 Inspection Application  
 Code of Ordinances Sec 3.11.002

Permit # \_\_\_\_\_

Date \_\_\_\_\_

Address of inspection: \_\_\_\_\_

Requestors Information:            OWNER             RENTER             AGENT

Name \_\_\_\_\_

Current mailing address: \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_

Owner information, if different from above information.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_

DATE OF INSPECTION \_\_\_\_\_

RESULTS

\_\_\_\_\_  
 \_\_\_\_\_

RE-INSPECT: YES NO

DATE: \_\_\_\_\_

RESULTS:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_