



Certificate of Occupancy Inspection Application



City of Westworth Village – Permits Department: 817-710-2506
311 Burton Hill Rd., Westworth Village, TX 76114

Date: _____

Permit Application Type:

☐ Residential

☐ Commercial

Building Information:

☐ Occupied

☐ Unoccupied

Is This a New Construction Based on a Site Plan?**

☐ Yes

☐ No

Inspection Address: _____

Legal Description: Lot #: _____ Block: _____ Subdivision: _____

Has a Backflow Inspection been Completed? ☐ Yes ☐ No ☐ N/A

COMMERCIAL

Name of Business: _____

Emergency Contact:

Owner of Building: _____

Phone #: _____ Email: _____

Maximum Occupant Load: _____ Zoned: _____

Premise Usage: _____

Have You Received Tarrant County Food Establishment Permit? ☐ Yes ☐ No ☐ N/A

RESIDENTIAL

Requestors Information: ☐ Owner ☐ Renter ☐ Agent

Name: _____

Current Mailing Address: _____

Phone #: _____ Email: _____

Owner information, if different from above information.

Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

Acknowledgements:

- No change is to be made to any building(s) or structure(s) or in use of any building(s) or structure(s) or premises, which is inconsistent with the Certificate of Occupancy.
- **If this is a site plan project, no Certificate of Occupancy shall be issued until all construction and development conforms to the site plan and engineer/ construction plans, as approved by the City. ([Sec. 14.2.39](#))

Owner/ Tenant Signature

Date

Owner/ Tenant Name (Print)



Certificate of Occupancy Inspection Results

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Date of Inspection: _____ ☐ PASS ☐ FAIL Signature: _____

Results:

Re-Inspection: ☐ YES ☐ NO

Date of Inspection: _____ ☐ PASS ☐ FAIL Signature: _____

Results:

If Failed, Applicant:

- ☐ Has 30 Days to Complete All Repairs
- ☐ Must Apply for Building Permit and Make Repairs Before Permit Expires

Inspector Signature

Date

FOR INTERNAL CITY USE ONLY

A. PERMITS DEPARTMENT

- ☐ Application Received by: _____ Date: _____
- ☐ Application Payment Received by: _____ Date: _____
- ☐ Entered into Incode Project Code: _____ Date: _____
- ☐ Routed to Inspections by: _____ Date: _____

B. INSPECTIONS DEPARTMENT

- ☐ Inspection Scheduled by: _____ Date: _____
- ☐ Inspection Completed by: _____ Date: _____
- ☐ Application Approved ☐ Application Denied Signature: _____ Date: _____
- Reason for Denial: _____
- ☐ Application Routed to Permits by: _____ Date: _____

C. PERMITS DEPARTMENT

- ☐ Permit Created by: _____ Date: _____
- ☐ Permit # Issued: _____ ☐ Permit & Application Scanned into Tyler Content Manager
- ☐ Permit Mailed to Applicant by: _____ Date: _____

D. RECORDS DEPARTMENT

Retention:

- PW5250-06a - Copies of issued building permits and certificates of occupancy if a Building Permit Log (PW5250-05b) or a Building Master Record (PW5250-03) is not maintained. – Keep permanently
- PW5250-06b - Copies of issued building permits and certificates of occupancy if a Building Permit Log (PW5250-05b) or a Building Master Record (PW5250-03) is maintained. – Keep as long as administratively valuable after entry of evidence of issuance in log or record.