

Inspection Checklist for Fire Dept.

- ☐ Fire lanes are marked per Approved Site Plan;
- ☐ Fire hydrants face fire lanes and are painted to City standards;
- ☐ Hydrants not protected by curbs have bollards installed;
- ☐ The following have been tested and accepted by the Fire Marshal's Office (if applicable):
 - o Fire Alarm System,
 - o Fire Sprinkler / Suppression systems;
- ☐ Fire Dept. Connections are unobstructed, including vegetation, parking spaces, etc.;
- ☐ Exits are clear and unobstructed;
- ☐ Proper hardware is installed on all exit doors;
- ☐ Dead bolts, slide bolts, bars or other securing devices are not on secondary exits;
- ☐ Exit signs and emergency lights have battery back-up and function properly;
- ☐ All exit and emergency lights are on a dedicated breaker with a breaker lock installed;
- ☐ Premise address is permanently affixed to the building (front and rear):
 - o Suite numbers are placed over the main entrance and rear doors,
 - o Utility meters (gas / electric) have the occupant's suite number affixed;
- ☐ Fire extinguishers:
 - o Have been inspected and display a State Fire Marshal's Inspection Tag,
 - o Are mounted per NFPA 10;
- ☐ A "Knox Box Key Safe" is installed on all buildings (location determined by Fire Marshal's Office);
- ☐ Assembly occupancies have a Maximum Occupancy Load Sign prominently displayed;
- ☐ "No Smoking" signs are displayed.

Contact: Cameron Giordano, Fire Marshal
(cgiordano@cstx.gov)
979.764. 3400

Inspection Checklist for Drainage

- ☐ Temporary erosion control devices have been removed from the site (after vegetation is established);
- ☐ Stormwater sewer system inlets are clear of silt and construction debris;
- ☐ Stormwater sewer system junction boxes are clear of silt and construction debris.

Contact: Aaron George (ageorge@cstx.gov)
979.764.3783

Inspection Checklist for Electrical Dept.



- ☐ All necessary easements (temporary blanket, platted, or descriptive) have been dedicated;
- ☐ Fees for relocation have been paid (if required).

Contact: Hugh Leland (hleand@cstx.gov)
979.764.3504

If you should encounter any challenges during your development process, or have any questions not covered in this guide, please contact the following staff members who will be happy to assist you:

Brian Binford
(bbinford@cstx.gov)
979.764.3803

Commercial Development



CERTIFICATE OF OCCUPANCY



**A HELPFUL GUIDE TO ASSIST
YOU IN OCCUPYING YOUR
BUILDING ON SCHEDULE**



**PLANNING & DEVELOPMENT
SERVICES**
1101 TEXAS AVENUE
PHONE: 979.764.3570
WWW.CSTX.GOV
cspds@cstx.gov

Stay ahead of schedule!

What you need to know to
ensure inspection
approvals when
requesting your

Certificate of Occupancy



**Please remember to request your
Certificate of Occupancy a
minimum of 5 days in advance.**

Inspection Checklist for Building Construction

A final **Certificate of Occupancy** will be
issued when:

- ☐ The completed work complies with the
approved plans;
- ☐ All paperwork is completed (ie: special
inspections);
- ☐ All necessary approvals have been obtained
from applicable City Departments;
- ☐ All outstanding fees are paid; and
- ☐ All relevant violations are resolved.

For any questions concerning the Certificate of
Occupancy or building process please contact:

Contact: Brian Binford (bbinford@cstx.gov)
979.764.3803



**A building cannot be
legally occupied until
either a final or a temporary
Certificate of Occupancy has been
issued. The City of
College Station is committed to
helping you succeed
in meeting your opening
deadline date.**

Inspection Checklist for Site Development

- ☐ Site is clean and free of construction debris,
equipment, job shacks, sand, dirt, etc.;
- ☐ Adjacent lots disturbed during construction have been
returned to original conditions (graded, seeded or
sodded, and all debris removed);
- ☐ Development, construction, and finance signs have
been removed;
- ☐ All permanent signs and temporary banners (including
Grand Opening banners) have been separately
permitted through Planning & Development Services;
- ☐ Outdoor lighting has been mounted to reduce light
pollution onto neighboring properties and light
sources do not project below opaque housings;
- ☐ Structures are constructed to approved building eleva-
tions (Non-Residential Architectural Standards);
- ☐ All elements of the site and landscaping plans are
installed according to the plans, including:
 - o All pavement and curbing is in - including curbing
against future phases;
 - o All parking islands are constructed and treated
with landscaping, pavers, or enhanced paving;
 - o All parking spaces are striped, including handicap
spaces;
 - o Handicap signs and ramps are installed;
 - o All dimensions are correct (e.g., parking spaces,
drive aisles, end islands);
 - o Bicycle racks are installed;
 - o All sidewalks are constructed;
 - o Dumpster screening is installed;
 - o All landscaping and irrigation is installed according
to the approved plans or a bond/letter of credit
has been submitted;
 - o Buffer fences/walls and buffer landscaping are
installed (buffer landscaping may not be bonded);
 - o Barricade fencing around existing trees is removed;
 - o When grass is used for ground cover for general
landscape and detention requirements: the sod
must be installed or areas that have been
seeded or hydromulched must be established;
- ☐ Multi-phase developments must install barricades to
keep the general public out of future phases under
construction.

Contact: Planner on Call (poc@cstx.gov)
979.764.3858

Inspection Checklist for Regulatory Compliance Division

- ☐ **Backflow - Cross Connection**
 - o Backflow preventer is present where
required; (e.g., RPZ device at carbonated
drinking fountain);
 - o Device was properly installed;
 - o Backflow test has been performed;
 - o **Original** test report has been received
by Environmental Services.
- ☐ **Pretreatment Devices**
 - o Grease Traps / Grit Traps:
 - o Devices are present and properly sized
(1,000 gallon minimum),
 - o Devices are properly sealed,
 - o Proper internal components are
present;
 - o Sample Wells:
 - o Meet design guidelines,
 - o Are properly sealed.

Contacts:

Alexander Wade (awade@cstx.gov)
979.764.5073

Eaphrame Thomas (ethomas@cstx.gov)
979.764.3662



Inspection Checklist for Sanitation:

- ☐ Dumpster enclosure meets Sanitation's
inside dimension standards;
 - ☐ Locking mechanism on gates are in place;
 - ☐ Locking mechanism holes in pavement are
in place;
 - ☐ Gates open at 180 degrees.
- Contact: Caroline Ask (cask@cstx.gov)**
979.764.3841



CITY OF COLLEGE STATION