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):
 - Fire Alarm System,
 - 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

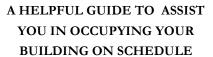
If you should encounter any challenges during your development process, or have any questions not covered in this guide, please contact the following staff members who will be happy to assist you:

Brian Binford (bbinford@cstx.gov) 979.764.3803

Commercial Development



OCCUPANCY





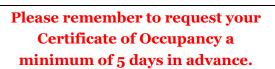
PLANNING & DEVELOPMENT
SERVICES
1101 TEXAS AVENUE
PHONE: 979.764.3570
WWW.CSTX.GOV

cspds@cstx.gov

Stay ahead of schedule!

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

Certificate of Occupancy



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 elevations (Non-Residential Architectural Standards);
- ☐ All elements of the site and landscaping plans are installed according to the plans, including:
 - All pavement and curbing is in including curbing against future phases;
 - All parking islands are constructed and treated with landscaping, pavers, or enhanced paving;
 - All parking spaces are striped, including handicap spaces;
 - o Handicap signs and ramps are installed;
 - 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;
 - All landscaping and irrigation is installed according to the approved plans or a bond/letter of credit has been submitted;
 - Buffer fences/walls and buffer landscaping are installed (buffer landscaping may not be bonded);
 - o Barricade fencing around existing trees is removed;
 - 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
 - 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 <u>Original</u> test report has been received by Environmental Services.

☐ Pretreatment Devices

- o Grease Traps / Grit Traps:
 - Devices are present and properly sized (1,000 gallon minimum),
 - Devices are properly sealed,
 - Proper internal components are present;
- Sample Wells:
 - Meet design guidelines,
 - 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

