



# City of Southlake

## COMMERCIAL GUIDELINES

### BUILDING INSPECTIONS

1400 Main St., Ste. 250, Southlake, Texas 76092  
(817) 748-8237 - FAX (817) 748-8241  
Building Inspection Request Line 817-748-8214

[www.ci.southlake.tx.us](http://www.ci.southlake.tx.us)

These guidelines are for information purposes only.  
The contractor is obligated to comply with all adopted codes and ordinances.

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## **CODES**

Ordinances adopting these codes and providing local amendments are available on the city website at: [http://www.cityofsouthlake.com/SouthlakeGovernment/City\\_Departments/Planning\\_and\\_Development\\_Services/OrdinancesandGuidelines/ordinances\\_guidelines.asp](http://www.cityofsouthlake.com/SouthlakeGovernment/City_Departments/Planning_and_Development_Services/OrdinancesandGuidelines/ordinances_guidelines.asp)

### **BUILDING CODE**

Building construction shall comply with the **2006 International Building Code** as adopted per Ordinance No. 930. Please specifically note the following:

- Automatic Fire Sprinkler System is required in all buildings over 6,000 sf floor area.
- Automatic Fire Sprinkler System is required throughout all buildings having floors over 35 feet in height regardless of area or occupancy.

### **ELECTRICAL CODE**

Electrical installations shall comply with the **2008 National Electrical Code** as adopted per Ordinance No. 933.

### **ENERGY CODE**

Buildings shall comply with the **2006 International Energy Conservation Code** as adopted by ordinance No. 932. This code regulates the effective insulation of the building envelope, efficiency of water heating and HVAC systems, and design of electrical systems.

### **FIRE CODE**

The **2006 International Fire Code** as adopted by Ordinance No. 931 includes requirements for Fire Hydrants and Fire Lanes as well as fire protection systems within the buildings.

- Note that no construction may proceed above the ground level slab until fire hydrants and fire lanes are in place and approved by the fire marshal.

### **MECHANICAL CODE**

HVAC and other mechanical systems shall comply with the **2006 International Mechanical Code** as adopted by Ordinance No. 936.

### **PLUMBING AND FUEL GAS CODE**

Plumbing systems shall comply with the **2006 International Plumbing Code** and the **2006 International Fuel Gas Code** as adopted by ordinances 934 and 935 respectively.

Please specifically note the following policies:

- Water test drainage piping with a 5 foot head or a 5 psi air test may be substituted for rough-in only with air. Please specify which test when calling for an inspection. Water tests are not acceptable when the ground is wet due to rain.
- Water piping may be tested with the water at line pressure or air at 60 psi. water required for top-out.
- **Test pressure measurement** – Test pressure shall be measured with a monometer or with a pressure-measuring device designed and calibrated to read, record, or indicate a pressure loss caused by leakage during the pressure test period. The source of pressure shall be isolated before the pressure tests are made. For tests requiring a pressure of 3 psig, mechanical gauges shall utilize a dial with a minimum diameter of three and one-half inches (3 ½”) a set hand 1/10 pound increments and pressure range not to exceed 6 psi for tests requiring a pressure of 3 psig. For tests requiring a pressure of 10 psig mechanical gauges shall utilize a dial with a minimum diameter of three and one-half inches (3 ½”), a set hand, a minimum of 2/10 pound increments and a pressure range not to exceed 20 psi.
- Roof drainage piping within a building is regulated under the Plumbing Code and inspected as required for drainage piping.

## **STAFF CONTACT:**

**OFFICE HOURS:** Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.

**PLANS EXAMINERS** are generally available during office hours. Appointments are encouraged to meet with a specific person.

**INSPECTORS** will be available to see people or take phone calls from 12:00 p.m. to 1:00 p.m. daily.

**AT OTHER TIMES** messages may be left on voice mail and calls will be returned as soon as time is available.

| <b><u>Staff Member</u></b>         | <b><u>Title</u></b>      | <b><u>Direct Line</u></b> | <b><u>Email Address</u></b>  |
|------------------------------------|--------------------------|---------------------------|--|
| Paul Ward                          | Chief Building Official  | 817-748-8278              | <a href="mailto:pward@ci.southlake.tx.us">pward@ci.southlake.tx.us</a>               |
| Eddie Wilson                       | Chief Building Inspector | 817-748-8395              | <a href="mailto:ewilson@ci.southlake.tx.us">ewilson@ci.southlake.tx.us</a>           |
| Travis Prothro                     | Plans Examiner           | 817-748-8218              | <a href="mailto:tprothro@ci.southlake.tx.us">tprothro@ci.southlake.tx.us</a>         |
| Susie Hernandez                    | Plans Examiner           | 817-748-8238              | <a href="mailto:shernandez@ci.southlake.tx.us">shernandez@ci.southlake.tx.us</a>     |
| Skip Vandergriff                   | Plans Examiner           | 817-748-8390              | <a href="mailto:svandergriff@ci.southlake.tx.us">svandergriff@ci.southlake.tx.us</a> |
| John Lesinski                      | Building Inspector       | 817-748-8226              | <a href="mailto:jlesinski@ci.southlake.tx.us">jlesinski@ci.southlake.tx.us</a>       |
| Mike White                         | Building Inspector       | 817-748-8230              | <a href="mailto:mwhite@ci.southlake.tx.us">mwhite@ci.southlake.tx.us</a>             |
| Holly Blake                        | Permit Technician        | 817-748-8236              | <a href="mailto:hblake@ci.southlake.tx.us">hblake@ci.southlake.tx.us</a>             |
| Dianna Brawner                     | Permit Technician        | 817-748-8237              | <a href="mailto:dbrawner@ci.southlake.tx.us">dbrawner@ci.southlake.tx.us</a>         |
| Keith Martin                       | Landscape Administrator  | 817-748-8229              | <a href="mailto:kmartin@ci.southlake.tx.us">kmartin@ci.southlake.tx.us</a>           |
| Andy Barbara                       | Landscape and Zoning     | 817-748-8215              | <a href="mailto:abarbara@ci.southlake.tx.us">abarbara@ci.southlake.tx.us</a>         |
| David Barnes                       | Fire Marshal             | 817-748-8233              | <a href="mailto:dbarnes@ci.southlake.tx.us">dbarnes@ci.southlake.tx.us</a>           |
| Kelly Clements                     | Fire Inspector           | 817-748-8671              | <a href="mailto:kclements@ci.southlake.tx.us">kclements@ci.southlake.tx.us</a>       |
| Caroline Seay                      | Code Enforcement Officer | 817-748-8222              | <a href="mailto:cseay@ci.southlake.tx.us">cseay@ci.southlake.tx.us</a>               |
| <b>Tarrant Co. Health Dept</b>     | Duane Barritt            | 817-321-4960              | <a href="mailto:drbarritt@tarrantcounty.com">drbarritt@tarrantcounty.com</a>         |
| <b>Public Works Administration</b> | Linda Sadler             | 817-748-8098              | <a href="mailto:lsadler@ci.southlake.tx.us">lsadler@ci.southlake.tx.us</a>           |

**\*\* For Water Meters please call UTILITY BILLING 817 748-8052 \*\***

## **GENERAL INFORMATION:**

### **STRIP CENTERS OR MULTIPLE TENANT BUILDINGS**

- **Shell** permits are required. A shell permit must receive a final inspection approval from the Building, Engineering, Fire, Landscaping, and Zoning Departments prior to any Certificate of Occupancy for an interior finish. Energy code compliance with respect to the building envelope is required as part of the shell construction.
- **Interior Finish** permits are required for each separately metered tenant space. A finish out permit must receive a final inspection approval from the Building and Fire Departments prior to any final and Certificate of Occupancy. Energy code compliance with respect to the M E P provisions is required as a part of the interior finish construction.
- **Certificate of Occupancy** permits are required for any re-occupancy of previously permitted space.
- **Sub metering** of water utilities is required for all multi-tenant buildings that have separate plumbing facilities for each suite or dwelling unit.

### **SITE LIGHTING**

Lighting shown on building plans is included in the general construction permit. All exterior lighting shall comply with Ordinance 693-B as to lighting levels, shielding of glare, spill over property lines, and type of lighting fixtures. Exterior lights over 42” high shall be high pressure sodium except fully recessed lights in canopies or roof overhangs such as porches or eaves.

### **SIGNS**

The Southlake Sign Ordinance is **not** a part of the Building Code but a separate ordinance. Signs are not approved until a sign permit is issued. The sign permit is separate from the general building permit. Application for sign permit is made through the Planning Department, third floor, Town Hall. Call 817-748-8195.

### **WATER METERS**

Water meters (over 2”) require that all fees are paid and an account is set up with Utility Billing prior to issuance of the building permit. See Public Works for policies and procedures on larger meters. Call 817-748-8079

### **FENCE OR RETAINING WALL**

A fence or retaining wall shown on your approved plans shall include any required engineering. A separate fence permit is required for any of the following conditions.

- Fences over 6 feet high.
- Retaining walls over 4 feet from bottom of footing to top of wall.
- Swimming pool barriers.
- Masonry fence or column over 4 feet high.

### **DEED RESTRICTIONS**

Deed restrictions are considered a private agreement between property owners. The City of Southlake is not a party to such agreements and does not have any standing in the enforcement. It is each property owner’s responsibility to be aware of and comply with such agreements.

## **MISCELLANEOUS JOB SITE REQUIREMENTS:**

### **POSTING OF PERMIT CARD AND REQUIRED DOCUMENTATION**

All required documentation shall be posted on a free standing sign located at the front property line. The sign is to remain in place until final building inspection is approved. The following documents must be posted as required by permit type:

Permit card  
Address  
N.O.I. document (erosion control)

If tree protection is required, the following documentation must also be posted

Tree protection plan  
Tree protection signs  
Tree protection specifications

Sign is to be minimum 6 square feet and maximum 32 square feet constructed of material similar to a real estate sign. **Exception:** permits not requiring a permit card, commercial alterations, and interior finish outs.

### **POST ADDRESS NUMBERS**

Building addresses must be posted at each building site at all times.

**During construction address numbers** must be a minimum of eight inches (8") in height.

**At final inspection address numbers** must be posted on the building and meet the following:

- All numbers must comply with Ordinance 441 for height requirements.
- Be clearly visible from the street near the main entrance (numbers may need to be larger due to distance.)
- If the numbers at the front door cannot be seen from the street, an additional set of numbers shall be posted at or near the driveway entrance.

Building Addresses Numbers from *Ordinance 441*

| <b>Distance to Public Street</b> | <b>Size of Numbers</b> | <b>Width of Stroke</b> |
|----------------------------------|------------------------|------------------------|
| 0-50 feet                        | 3 inches               | ½ inch                 |
| 51-100 feet                      | 5 inches               | ¾ inch                 |
| 101 feet and over                | 6 inches               | 1 inch                 |

### **CONSTRUCTION BEFORE PERMIT IS PICKED UP**

No grading or other construction may begin until a building permit has been issued and a permit card is clearly posted as stated above. (Also see Grading "Earth Disturbance" Ordinance and Tree Preservation Ordinance). You may apply for a Grading "Earth Disturbance" Permit to begin this process before completion of the plan review, if desired. However, a tree survey will be required to process the permit. Tree Preservation signs must be displayed on the site and all applicable tree protection installed before any grading is to be conducted. The Grading "Earth Disturbance" Permit  
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must be posted in an obvious place that can be seen by the public.

### **CONSTRUCTION HOURS**

The Southlake code regulates noise construction that is considered a nuisance. By ordinance, construction is allowed from 7:00 AM to 9:00 PM, Monday through Saturday. On Sundays only work that does not create noise audible at the property line is permitted.

### **PLANS ON SITE**

**City approved building plans MUST BE available on the job site when inspections are conducted.** If the approved plans are lost, an additional set must be submitted to the city to be stamped. After the first re-stamp, a fee of \$50.00 will be charged for additional plan review time.

### **LITTER**

- Provide a litter container of sufficient size on the job site at all times.
- Require all sub-contractors to place trash in this container each day before leaving the job site.
- See that all paper and boxes from building materials and lunch wrappers are not allowed to blow about the job site and area.
- All inspections may be canceled and re-inspection fees assessed if trash is blowing or loose on the job site. No inspections will be made until all trash has been contained.
- If a commercial container is used per the City of Southlake franchise agreement, Duncan Disposal must be contracted for that service at 817-317-2000. [www.duncandisposal.com](http://www.duncandisposal.com)

### **JOB TOILETS**

- Provide a portable restroom facility on all job sites until an indoor toilet is available.
- No inspections will be made if a restroom facility is not provided.
- Larger projects may require additional on-site facilities at the direction of the Building Official or Inspections Supervisor.

### **EROSION CONTROL**

- Erosion control must be installed according to city specifications prior to construction.
- Erosion control must be maintained at all times throughout the project.
- All inspections may be canceled and re-inspection fees assessed at any time erosion control conditions are inadequate.
- All activity on a site shall comply with City, State, and Federal statutes for storm water pollution control.

### **CONSTRUCTION OFFICE / PORTABLE BUILDING**

**If a portable office building is placed on the job site then a separate building permit is required for that building.** Electrical and/or plumbing installations must be inspected.

### **TREE PROTECTION**

- Trees required to be protected shall be fenced at the outer limit of the drip line in accordance with the Tree Preservation Ordinance.
- Tree preservation signs shall be posted if protected trees are present; at least one for every 20 feet of tree protection fencing.
- All tree protection must be installed prior to conducting any grading or construction activity.
- Tree protection fencing shall be maintained throughout the duration of the job.
- All inspections will be cancelled or citations issued until required protection is installed.

**INSPECTION REQUESTS:** Inspection Requests are accepted 24 hours daily at 817-748-8214.

- It is the General Contractor's responsibility to call for all inspections.
- The City stamped set of plans **MUST** be on the jobsite for ALL inspections.
- The complete permit number, type of inspection, and job address must be included with all inspections requested. **NOTE:** Cell Phones may not transmit properly. Land line recommended.
- Inspection must be called in **prior to 7:00 a.m.** for same day inspection (except water heater or hvac change-outs).
- **All inspections held back because of cold weather or rain MUST be re-scheduled by calling the inspection line.**
- No concrete or plumbing rough inspections will be made if it is too wet
- No concrete inspections will be made unless the temperature is 38 degrees and rising.
- Do not lay brick when it will be below 40 degrees before mortar setting.

**Wait until ready to inspect before calling.** The purpose of having two (2) opportunities daily is to not have the contractor try to estimate when the work will be ready but to wait until it is ready before calling for an inspection. All reasonable efforts are made to inspect within the time period requested. Even then, circumstances sometimes require some inspections to be moved forward to the next ½ day. If the work is not ready at time of arrival, a re-inspection fee may be assessed.

**Fire Sprinkler and Alarm Inspections.** Fire Sprinkler and Alarm tests are scheduled directly with the Fire Marshal and do not go through the inspection request line. Contact the Fire Marshal's office at 817-748-8233.

**RE-INSPECTION FEE:**

A \$100.00 **RE-INSPECTION FEE** may be assessed when:

- The inspection called for is not ready when the inspector arrives;
- The temporary electrical pole does not have a building permit clearly posted;
- No building address or permit card is clearly posted;
- City approved plans are not on the job site;
- The building is locked or work otherwise not available for the inspection when called;
- The job site is red-tagged twice for the same item;
- The original red tag has been removed from the job site;
- Violations exist on the property including failure to maintain erosion control, trash control or tree protection.
- When a re-inspection fee is assessed for a particular site the contractor(s) is not eligible to receive another inspection for 24 hours or within that same shift.

**If a re-inspection fee is assessed in the morning, another inspection will not be performed until the following morning. For re-inspection fees issued in the afternoon, another inspection will not be performed until the following afternoon. No inspections will be performed until all re-inspections fees have been paid.**

A \$200.00 **RE-INSPECTION FEE** may be assessed when for second and subsequent violations of the above.

## **INSPECTIONS REQUIRED**

Each of the following inspections must be done in the **proper order**. If an inspection is requested out of order, no inspection will be made. City approved plans must be on job site at the time of the inspection. Tree Protection and Erosion Control must remain in place throughout the job. Inspections may be cancelled for failure to comply.

1. **TEMPORARY POLE** (1. and 2. are interchangeable as to order.)
2. **FIRST LOT GRADING** Call when the forms are set to verify elevation. Tree protection and erosion control shall be in place.
3. **FORM SURVEY (NOT AN INSPECTION)** The survey shall verify the location of the building on the lot and elevation in cases where a minimum finish floor elevation is specified. Form surveys may be faxed to 817-748-8241. However, a follow up hard copy should be mailed or brought into the City office. The City holds no responsibility for lost faxes.
4. **PLUMBING ROUGH** Must comply with 2003 IPC. 5' head of water on last stack in building or air test (5 lb. on drainage - **diaphragm gauge** / 60 lb. on water - **spring gauge**.) Hot water lines must have minimum ½" insulation or per your energy code analysis. **Water and Sewer Taps.** All water and sewer taps, or connections of any kind to a public water, sewer or storm drain line, will require the approval of, and inspection by the Public Works Department. Contact Senior Civil Engineer (817) 748-8101 a minimum of 48 hours in advance of making any connection to arrange for a Public Works inspection. **Connections to public infrastructure without appropriate approval and inspection could be considered a criminal offense, may require re-excavation and reconnection and will affect the receipt of a Certificate of Occupancy.**
5. **ELECTRIC CONDUIT IN SLAB**
6. **FOUNDATION** Inspection to verify details of the foundation engineers design and protection of any conduits passing through the foundation.
7. **UNDERGROUND FIRE SPRINKLER PIPING** A 200 PSI test for 2 hours is required. Call the Fire Marshall at 817-748-8233 to schedule an inspection.
8. **WALL ROUGH** All electrical, plumbing, mechanical, and framing in the walls must be complete and ready for inspection at the same time. A pressure test on all gas lines is required on the top out and final. See Gas test pressure measurement above.
9. **HVAC DUCT ROUGH** Before insulating the ducts. Light test is required on the grease duct. Ducts shall be sealed with approved tapes or mastics, not duct tape. Duct insulation is inspected with the final inspection.
10. **ELECTRICAL ROUGH** All wires pulled to J-Boxes prior to installing the ceiling grid. If sheetrock ceilings, skip to #12. Lighting outlets shall be per plans.
11. **ABOVE CEILING** All electrical, plumbing, mechanical, and framing above ceiling must be complete and ready for inspection at the same time. **Also call the Fire Marshal for fire sprinklers above ceiling.** If the building has a commercial cooking hood system, the fire protection system must receive a separate inspection prior to final building inspection. Contact the Fire Marshal at 817-748-8233. Site-built grease ducts must be tested with a light.
12. **INSULATION INSPECTION** Shall comply with the Energy Code Analysis attached to the plans.

13. **FIREPLACE** (When applicable) Call when the firebox is laid and the damper set. No face brick prior to firebox inspection. Fireplace final is included with the building final inspection.
14. **WALL-TIE OR SHEATHING** (Call sheathing inspection prior to stucco or other finish) For brick veneer provide one tie per 3 1/4 square feet (for 16" framing one every 24" high or for 24" framing one every 16 " high) unless structural engineer or architect specifies more. Weather resistant sheathing paper per IRC 703.2. This may be a house wrap type product, 15# asphalt saturated felt or a sheathing product listed to provide equivalent protection.
15. **ELECTRICAL PIPE IN DITCH** Note: do not call for inspection of items not shown on approved plans such as site lighting or sign circuit. Resubmit the plans with all changes.
16. **SECOND LOT GRADING / DRIVEWAY APPROACH / PUBLIC SIDEWALKS** Call these inspections together prior to any pavement on site. Driveways and flat work must be approved before any concrete placement is initiated. **Driveway approaches on state highways (FM 1938, FM 1709 and S. H. 114) see Public Works.** In addition to state permits the following are minimum standards unless your engineer or architect specifies a higher standard:
  - Approaches must have a depth of 6" and be reinforced with Number 3 bars, 18" on center.
  - A turn radius of 30' is required at fire lanes or as approved on plans.
  - For streets with curb and gutter, dowel 6" into gutter with Number 3 deformed bars, 18" on center.
  - For asphalt streets without curb and gutter, saw cut a straight edge and use existing street as the form. Expansion joint only required at right-of-way line.
  - Where public walks are provided. They shall be 4" deep and be reinforced with number 3 bars, 24" on center. Expansion joints at least every 20 feet. Use smooth dowels through the expansion joints.
  - All pavements in City right-of-way must have a broom finish.
  - If there is a bar ditch a culvert may be required. Apply for separately culvert permit.
17. **FINAL LOT GRADE** Site grading must match the approved drainage plan. For sites with an engineered grading plan, a letter of substantial compliance by the design engineer or approved laboratory is required.
18. **FINAL BUILDING SITE Landscape**, irrigation system, dumpster screen, required fencing, and pavement striping required. This includes removing all temporary erosion control and providing permanent erosion control.
19. **UTILITIES INSPECTION** The contractor may request the temporary utility service prior to Certificate of Occupancy under strict conditions. **The release of utilities for construction purposes does not authorize occupancy of the building.** Call the 24 hour inspection line at 817-748-8214 for inspection.

Electrical and gas meters must be installed before requesting building finals.

**The following are inspected before release of utilities:**

**Electrical Release:**

- A cover has been installed on the main electrical panel.
- All devices shall be installed at outlets.
- All applicable breakers for equipment to be tested must be installed.
- No additional breakers are permitted to be installed on a live panel.
- All wiring has been capped in an approved method, including receptacles, switches and fixtures.

## **Gas Release:**

- The gas piping and heating system is fully installed.
- **Test pressure measurement** – Test pressure shall be measured with a monometer or with a pressure-measuring device designed and calibrated to read, record, or indicate a pressure loss caused by leakage during the pressure test period. The source of pressure shall be isolated before the pressure tests are made. For tests requiring a pressure of 3 psig, mechanical gauges shall utilize a dial with a minimum diameter of three and one half inches (3 1/2"), a set hand, 1/10 pound incrementation and pressure range not to exceed 6 psi for tests requiring a pressure of 3 psig. For tests requiring a pressure of 10 psig, mechanical gauges shall utilize a dial with a minimum diameter of three and one-half inches (3 1/2"), a set hand, a minimum of 2/10 pound incrementation and a pressure range not to exceed 20 psi.
- Gas valves have been installed on all gas outlets.
- Access is provided for the inspection of furnace units in the attic by means of an approved ladder.

## 20. **FINAL BUILDING** All inspections must be completed before requesting a building final / certificate of occupancy.

- a) The permanent address must be posted on the building.
- b) Electric panel must be specifically and clearly labeled.
- c) All light fixtures of switched receptacles must be installed.
- d) All plumbing fixtures must be installed.
- e) Street, alley, and all flatwork must be clean and clear of mud and debris.
- f) The grounds must be clear of debris and trash.
- g) Guards (aka guardrails) are required at floors, landings, or stairs where the drop off is 30" or more. The minimum guardrail height is 42". Intermediate spaces shall be such that a 4" diameter ball cannot pass through.
- h) If sprinkler (lawn irrigation) is installed, a separate permit must be issued and the final back-flow prevention form must be submitted. Rain/freeze sensors required.
- i) Safety glazing shall be identified in a permanent manner (etched on glass) where required by Section 2406 I.B.C.
- j) The fire sprinkler system must be complete for the final inspection and the fire alarm system must be pre-tested by the alarm contractor.
- k) Portable fire extinguishers shall be installed per the fire code. Call the Fire Marshal at 817-748-8233 for details.
- l) Final Energy inspection items include: check labels on windows, doors, water heaters, HVAC equipment and recessed light fixtures. Also blown insulation and duct insulation is checked. Blown insulation must have depth markers every 300 square feet and certificate from installer stapled to framing member near attic access. Original plans and energy check list must be on the job for this inspection. Ducts in unconditioned attics or crawl spaces shall be insulated a minimum of R-5 unless specified greater.
- m) Site lighting standards. Lights are inspected for compliance with Exterior Lighting Ordinance. Type and aim of fixtures, shielding, lighting levels.
- n) Elevator inspection. Buildings with elevators shall have evidence they have obtained inspection by the state.
- o) Boiler inspection. Buildings with boilers shall have evidence they have obtained inspection by the state.

## **EXPIRED PERMITS**

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It is the responsibility of the permit holder to obtain an approved final inspection prior to the expiration of the permit. If there are circumstances beyond your control such that this cannot be done, then provide a written explanation to the Building Official prior to the expiration date. We will try to work with you on these issues when possible. **Your contractor Registration can be revoked for allowing permits to expire.**

**TEMPORARY CERTIFICATE OF OCCUPANCY:** The City of Southlake maintains a philosophy that temporary or conditional certificates of occupancy are not generally issued. No Temporary or Conditional Certificate of Occupancy will be issued except in the most extreme exigent circumstances and then only on the recommendation of the inspector for the site and the written approval of the Chief Building Official. Absolutely no Temporary or Conditional Certificate of Occupancy will be issued when life safety or hazardous conditions exist.

A Permit is required for a TCO and shall be renewed every thirty (30) days.