

Inspection Process



- ◆ The initial first inspection is made by appointment through the permit clerks. 254-501-7762
- ◆ Inspections are performed, AM (10:00 to 11:30) or PM (1:00 to 2:30).
- ◆ If you fail any department's inspection, you must contact that department directly for their re-inspection.
- ◆ After all departments have passed their inspection, then the Building Department will issue the Certificate of Occupancy (CO).
- ◆ The CO and Occupancy Load (OL) must be displayed in a prominent location within the business after issuance.

Participating City Departments

City Departments that participate in the CO inspection;

Building Inspections Dept: 254-501-7762
Governs the CO from application to certificate issuance.

<https://www.killeentexas.gov/DocumentCenter/View/225/Checklist---Commercial-Pre-and-Final-Inspections-PDF>

Fire Marshal Office: 254-501-6584
Fire extinguishers, fire suppression and fire lane requirements.

<https://www.killeentexas.gov/DocumentCenter/View/3045/Certificate-of-Occupancy-Inspection-Form>

Water Utilities Dept: 254-501-7800
No new water account will be set up without first submitting application for CO at Building Inspection Department.

BPAT and FOG: 254-501-6315
Backflow prevention and grease trap requirements.

Solid Waste: 254-501-6372
Trash dumpster or trash receptacle requirements.

Public Works Engineering: 254-616-3172
New Construction would also have to include Public Works, Engineering and Environmental Departments to their inspections.



Certificate Of Occupancy

For Businesses

General Guidance



City of Killeen Building Inspections

100 E Avenue C
Killeen, TX 76541
(254) 501-7762

www.killeentexas.gov

Important Information



1. It is unlawful to open a place of business without first obtaining a CO. Fines upon conviction can cost up to \$2,000.
2. A new Certificate of Occupancy (CO) is required when there is a change of owner, change of business name, change of tenant, or change of use.
3. A new water account cannot be set up without first making application for CO with the Building Inspections Department.
4. Fee for CO are \$90 application fee plus a \$10 technology application fee.

Bell County Public Health Dept:

254-526-3197

The Bell County Public Health District performs Food Dealer inspections and licenses places that prepare food.

Helpful Information

- a. Remodel changes may require building permits.
- b. Day care or assembly uses (churches, restaurants, etc.) may have additional safety requirements.
- c. Food establishments such as restaurants will be reviewed for proper grease trap sizing prior acceptance of the CO application (no grandfathering).
- d. Backflow prevention requirements are for the protection of the public water system. (no grandfathering).
- e. No smoking signage is required for all business entry doors.

**NO SMOKING
WITHIN 15 FEET**

CITY OF KILLEEN CODE OF ORDINANCES
SECTION 13-42

<https://www.killeentexas.gov/DocumentCenter/View/3046/No-Smoking-Sign>

Occupant loads: (OL). Places of assembly (restaurants, churches, meeting rooms, etc.) require OL Placards. To set the OL, a floorplan to scale or with dimensions will be required. The floor plan must identify all exits and label all room uses. (The number of existing toilets/restrooms and limited parking spaces can affect the OL number)



*Maximum Occupant Load
City of Killeen*

The maximum occupant load for this room or space of assembly is 79 persons. The minimum number of approved independent exits accessible to this occupancy is 2.

Location: ABC Restaurant
123 Main Street

Building Official

Fire Marshal

It shall be unlawful to remove or deface this Notice.
(Section 1004.9 of the 2018 IBC)

Common Safety Items

Restrooms: Places with only one restroom are limited to OL of 15 people



Hot water or tempered water: All sinks and lavatories must have hot or tempered water to minimum of 85 degrees F.



Exits: Most places must have at least two exits, like a front and back door.

Exit Signs: All exit doors must have an approved exit sign above or near the exit door.

Illuminated and Battery Backup: Battery backup exit signs as well as emergency lights are required in most occupancies.



Locks: Exit doors are prohibited from having flush bolts or key locks to prevent leaving the building in an emergency.



Panic Hardware: Most assembly and educational (daycare) occupancies with an OL of 50 or more require panic hardware (push bar) on all exits.



Signage Permits: Separate signage permits are required for all types of signage.

