

# Inspection Process

# Participating City Departments



## Certificate Of Occupancy

### For Businesses

### General Guidance



- ◆ 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.

City Departments that participate in the CO

Inspection process:

**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>

**BPAT and FOG:** 254-501-6315

Backflow prevention and grease trap requirements.

**Code Enforcement Dept:** 254-501-7608

Exterior property and building maintenance

**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>

**Solid Waste:** 254-501-6372

Trash account setup; dumpster or trash receptacle requirements.

**Public Works Engineering:** 254-616-3172

New Construction includes Public Works, Engineering and Environmental

**Water Utilities Dept:** 254-501-7800

No new water account will be set up without first submitting application for CO at Building Inspection Department.



## City of Killeen Building Inspections

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

[www.killeentexas.gov](http://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 applying for a CO with the Building Inspections Department.

## **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 establishment changes such as restaurants should be reviewed for proper grease trap sizing prior acceptance of the CO application (can be costly)
- 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)

<i>Maximum Occupant Load City of Killeen</i>	
The maximum occupant load for this room or space of assembly is <u>79</u> persons. The minimum number of approved independent exits accessible to this occupancy is <u>2</u> .	
Location:	<u>ABC Restaurant</u> <u>123 Main Street</u>
Building Official	Fire Marshal
<small>It shall be unlawful to remove or deface this Notice. (Section 1004.9 of the 2016 IBC)</small>	

# 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.

