

## **Building Inspection Frequently Asked Questions**

**Q: Where is Building Inspection located and what are the hours of operations?**

A: City Hall, 10 N. Robinson Street Cleburne, TX 76033, ground floor level. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Mailing address is P.O. Box 677, Cleburne, Texas 76033.

**Q: What forms of payment are accepted in Building Inspection?**

A: Building Inspection accepts checks & cash.

**Q. When is a permit required?**

A. Permits are required when there is a new construction to a building, as well as certain repair work or alterations to an existing structure. In addition, when a building is to be remodeled or enlarged a permit shall be required. New work consists of any new construction, commercial or residential, from vacant ground to a completed new structure. Projects that are considered cosmetics, such as new wallpaper, carpet, paint, cabinets or trim work, do not require a permit. The web-site or Building Inspection (817) 645-0955 will provide answers concerning specific projects.

**Q: What is a Certificate of Occupancy?**

A: Certificate of Occupancy, or C.O., is required for all buildings or structures that are occupied or used. Basically, when a tenant leases a new space a new C.O. will be required. Upon issuance of a C.O. and approval of all required inspections, utilities will be released with the new tenant's name. The C.O. contains information will be released with the new tenant's name. The C.O. contains information concerning the owner or tenant, address of the building, a description of the portions of the building, the use intended, building code verifications for the group and classification of the building or structure, and approval of the Building Official.

**Q: When is a Certificate of Occupancy required?**

A: A Certificate of Occupancy is required when 1) A new building is constructed and occupied; 2) An existing building or lease space is remodeled, enlarged, or altered; 3) Any new use, tenant, or occupant is established; 4) Any use, tenant, or occupant of any tenant or lease space is changed; 5) Any tenant "name" or ownership is changed; 6) There is change in use which would place the building or lease space in a different occupancy classification (group and/or division) as referenced in the International Building Code.

**Q: Why is a Certificate of Occupancy needed?**

A: The Fire Department uses the Certificate of Occupancy (C.O.) information to help identify potential hazards that may be encountered while responding to emergency calls. The Post Office requires a current C.O. with the correct address before mail will be delivered. When the building is new, the C.O. verifies that it conforms to the most current life safety standards. When the building is existing, has an ownership change, tenant change, or change in how the building is used, a new C.O. is required to provide that the building is still safe to occupy.

**Q: Can a Certificate of Occupancy be revoked?**

A: Yes. The Building Official may, in writing, suspend or revoke a Certificate of Occupancy whenever it is determined that the certificate was issued in error, or on the basis of incorrect information supplied, or when it is determined that the building, a portion of the building or structure is in violation of any ordinance, regulation, or provision of the building codes.

**Q. How long does the review process take on residential projects?**

A. New single-family/duplex or single-family addition: Two business days for initial review and 4 days for revisions.

**Q. How long does the review process take on residential projects?**

A. New Projects/multi-family/parking lots or new additions: 7 – 14 business days for initial review and 5 days for revisions. Occupancy applications/construction trailers: 1 business day for review.

**Q. Can a permit be picked up without the general contractor or subcontractors being listed on the permit?**

A. No. Upon permit approval general contractors and all subcontractors must be registered and current with the city of Cleburne and be listed on the permit prior to issuance.

**Q. What construction can occur on property before issuance of a building permit, and when can dirt work commence on a project?**

A. Site grading is authorized with a permit from Building Inspection (817) 645-0955.

**Q. Is a permit required to occupy or use a building?**

Yes. A Certificate of Occupancy is required and must be applied for through Building Inspection (817) 645-0955.

**Q. Can application be made for a building permit while the site is being platted or zoning is pending?**

A. Yes. However the building permit will not be issued until all platting and zoning issues are approved.