CITY OF MURPHY
LIFE LIVED AT YOUR PACE

CERTIFICATE OF OCCUPANCY APPLICATION

APPLICANT PLEASE COMPLETE THE INFORMATION IN THE BOX BELOW. PLEASE LIST AREA CODES.

DATE OF APPLICATION _____ ANTICIPATED MOVE IN DATE _____

NAME OF BUSINESS _____ LOCATION _____

MAILING ADDRESS (IF DIFFERENT) _____ BUSINESS PHONE NUMBER _____

SPECIFIC DESCRIPTION OF USE FOR THE ABOVE PREMISES.

CERTIFICATE OF OCCUPANCY WILL COVER ONLY THE USES SPECIFIED.

_____

_____

OWNER OF BUILDING _____ PHONE NUMBER _____

OWNER'S ADDRESS _____ CITY/ZIP _____

TENANT'S NAME _____ POSITION WITH COMPANY _____

DATE OF BIRTH _____ TEXAS DRIVER LICENSE NUMBER _____

HOME ADDRESS _____ CITY/ZIP _____

HOME PHONE NUMBER _____ EMERGENCY NUMBER _____

DOES YOUR OCCUPANCY OR BUSINESS INVOLVE STORAGE, SALE, OR USE OF:

YES	NO	
____	____	FOOD COOKING
____	____	FOOD AND/OR BEVERAGE, PROCESSING, STORAGE OR SALES
*____	____	FLAMMABLE OR COMBUSTIBLE LIQUIDS (10 GAL. OR MORE ONLY)
*____	____	POISONOUS OR HAZARDOUS CHEMICALS/ACIDS
*____	____	COMPREESSED GASES
*____	____	PAINTING WITH FLAMMABLE MATERIALS
____	____	GARAGE/VEHICLE REPAIR
____	____	DRY CLEANING
____	____	DUST PRODUCING EQUIPMENT
____	____	LIQUID PROPANE GAS
____	____	WOODWORKING
____	____	OTHER HAZARDS (SPECIFY)

* HOUSE BILL 1112 REQUIRES THAT YOU PROVIDE CHEMICAL DATA SHEETS TO THE FIRE CHIEF SHOWING EACH HAZARDOUS MATERIAL THAT YOU PLAN TO STORE, USE, OR DISPENSE WITH THE MAXIMUM QUANITY OF EACH.
**PERMITS FOR HAZARDOUS MATERIALS AND OTHER MATERIALS, STORAGE, FUNCTIONS AND/OR PROCESSES MAY BE REQUIRED AND OBTAINED BY APPLICATION TO THE FIRE DEPARTMENT.

SIGNATURE OF APPLICANT _____

FOR OFFICE USE ONLY

PERMIT #_____

ZONING: _____ OCCUPANCY LOAD: _____ ADDITION: _____

OCCUPANCY GROUP: _____ LOT: _____ BLOCK: _____

TYPE OF CONSTURCTION: _____ FEE $75.00: _____ PROCESSED BY: _____

INSPECTION APPOINTMENT DATE: _____ TIME: _____

COMMENTS: _____

APPROVED / DENIED

_____ _____ PUBLIC WORKERS OFFICIAL: _____ DATE: _____

_____ _____ HEALTH OFFICIAL: _____ DATE: _____

_____ _____ BUILDING OFFICIAL: _____ DATE: _____

_____ _____ FIRE OFFICIAL: _____ DATE: _____

(Fire should be done last after applicant has moved in and stocked.)

CSD Manager/Approval to issue: _____ DATE: _____

Customer Service Department
206 North Murphy Road ● Murphy, Texas 75094 ● Tel: 972.468.4100 ● Fax 972.468.4104
Email: customerservice@murphytx.org *Website:* www.murphytx.org

Murphy Fire-Rescue/Fire Marshal Office

Office: 972.468.4300/Fax: 972.468.4380

Section 7
Certification of Occupancy/ Fire Marshal Final

This guideline is intended as a resource to assist building owners and general contractors in receiving a Certificate of Occupancy, commonly referred to as a C.O. for their business. These premises are inspected to identify fire related hazards and conditions. Listed below, are the most commonly found fire code violations. This list is not inclusive of all fire code requirements. If you have a question, please contact our office prior to inspection.

The below listed items should be in compliance prior to making an appointment for Fire Department personnel to inspect the facility. An annual Fire Prevention Inspection will also be conducted at the business using these same guidelines.

Exterior Features

1. All fire lanes are clear, unobstructed, and striped per City of Murphy standards.
2. Fire hydrants shall be completed and in working order prior to construction.
3. No accumulation of waste material.
4. Fire Department Connection (FDC) shall be unobstructed with locking Knox Caps in place, and a 5' clear path of travel from the fire lane and within 100 ft. of a fire hydrant.
5. Address on front and rear of building in 6" numbers. The numbers and the background colors shall contrast one another. The numbers must be legible from the street and fire lane.
6. Address shall be listed on the electric and gas meters and/or other disconnecting locations.
7. Knox Box (secured key entry) shall be located at the main entrance and/or riser room.

General

1. Electrical power is required to be operational prior to calling for inspection.
2. Storage clearance: Unsprinkled 24" to ceiling. Sprinkled 18" to sprinkler heads.
3. Sprinkler heads clear of paint / overspray.
4. All ceiling panels in place.
5. Clearance in front of electrical panel (36").
6. Slots in electrical panels must be filled by blanks and all electrical receptacles have cover plates.
7. Occupancy load posted.(Where applicable)
8. Fire rated assemblies properly constructed and penetrations sealed.
9. Extension Cord / multi-adapters utilized per code.
10. Abatement of electrical hazards.
11. Mechanical/electrical/boiler rooms free from storage and combustibles.
12. Gasoline stored in proper location / container.
13. General housekeeping and precautions against fire.
14. Wall and ceiling finishes shall be in accordance with the 2006 International Fire Code, for all corridors, rooms and enclosed spaces. Field tests on interior finishes may be required.
15. All required tenant separation wall(s)/demising wall(s) shall be a minimum of 1hr fire rated construction.
16. All fire rated assemblies and fire doors intact.

Exits

1. Accessible means of egress.
2. Exits unlocked.
3. Exits are not blocked.
4. Exit lights operational.
5. Emergency lighting operational.
6. All exit doors located in the means of egress that are capable of locking or latching shall be operable from the inside without the use of a key, tool or any special knowledge or effort, or provided with approved panic hardware.

(See Other Side)

Fire Protection Equipment

1. Portable fire extinguisher serviced within 1 year or manufactured in current calendar year.
2. Minimum 2A-1O:BC fire extinguishers (moderate hazard) per 1500 sq. ft, with a maximum travel distance of 75 ft. from any point within the building.
3. Sprinkler system "Green Tagged," in-service and deemed operational.
4. Alarm system "Green Tagged," in-service and deemed operational.
5. Kitchen hood and/or spray booth system "Green Tagged," in-service and deemed operational.
6. Other fire protection systems "Green Tagged," in-service and deemed operational.
7. Approved plans and permits on-site.
8. All devices installed according to plans.
9. Fire protection equipment room(s), riser room, labeled and access provided.
10. Access control system/gates in-service and deemed operational.
11. Arrangement of interior walls and/or drop ceiling shall not interfere with the operation of the fire sprinkler system.
12. Fire doors unblocked/operational.
13. Provide spare sprinklers and wrench in cabinet.
14. All fire department inspection forms and permits shall be kept in a permit packet on the job site until final CO inspection.

Additional criteria as required by the Fire Marshal

For In Home Daycare inspections, please contact our office as requirements may differ.