

Certificate of Occupancy Checklist

City of Westworth Village – Permits Department: 817-710-2505
311 Burton Hill Rd., Westworth Village, TX 76114

Code of Ordinances Sec 3.05.001

The following is a list of the most common items that result in a denial on this type of inspection. There may be other items that will need to be done that are not on this list. If the items on this list are not compliant when we inspect, there will be an additional \$50.00 fee paid for a re-inspection before the inspector will return.

1. Address must be posted on the front of the house and back alley fence. Numbers must be a minimum of 4 inches tall.
2. All rooms sleeping rooms and the hallways leading to these types of rooms must have working smoke detectors installed.
3. HVAC equipment must be in operating condition.
4. Dead trees, limbs, brush, and any trash must be removed.
5. Exterior wood must be painted with no rot or holes.
6. There may be no roof leaks or missing or damaged roofing.
7. Burglar bars must be code approved.
8. Windows must not be broken.
9. All windows in bedrooms must open and be in good operating condition.
10. Dilapidated buildings/ storage structures must be removed.
11. Deadbolts must not be double-keyed.
12. Clothes dryers must be vented to the outside.
13. All gas-fired appliances must be correctly vented and operate with safe connections.
14. Washing machines must drain properly to the sewer.
15. Vacuum breakers must be on all outside hose connections.
16. Sewer line must not be stopped up or leaking.
17. Must have GFCI plugs on all outside, bathroom, and kitchen outlets.
18. There must be no exposed wiring, open outlets, or panels.
19. All plumbing fixtures must be operational. All sinks, tubs, and showers must have hot and cold water.

If you have any questions about these items please call.