



**Westworth Village**  
The Hidden Jewel of the Metroplex.

# Certificate of Occupancy Inspection Application



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

Date: \_\_\_\_\_

**Permit Application Type:**  Residential  Commercial  
**Building Information:**  Occupied  Unoccupied  
**Is This a New Construction Based on a Site Plan?\***  Yes  No

Inspection Address: \_\_\_\_\_

Legal Description: Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Has a Backflow Inspection been Completed?  Yes  No  N/A

## COMMERCIAL

Name of Business: \_\_\_\_\_

*Emergency Contact:*

Owner of Building: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Maximum Occupant Load: \_\_\_\_\_ Zoned: \_\_\_\_\_

Premise Usage: \_\_\_\_\_

Have You Received Tarrant County Food Establishment Permit?  Yes  No  N/A

## RESIDENTIAL

Requestors Information:  Owner  Renter  Agent

Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

*Owner information, if different from above information.*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Acknowledgements:

- No change is to be made to any building(s) or structure(s) or in use of any building(s) or structure(s) or premises, which is inconsistent with the Certificate of Occupancy.
- **\*\*If this is a site plan project, no Certificate of Occupancy shall be issued until all construction and development conforms to the site plan and engineer/ construction plans, as approved by the City. ([Sec. 14.2.39](#))**

\_\_\_\_\_  
Owner/ Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/ Tenant Name (Print)



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# Certificate of Occupancy Inspection Results

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Date of Inspection: \_\_\_\_\_  PASS  FAIL      Signature: \_\_\_\_\_

Results:

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Re-Inspection:  YES  NO

Date of Inspection: \_\_\_\_\_  PASS  FAIL      Signature: \_\_\_\_\_

Results:

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If Failed, Applicant:

- Has 30 Days to Complete All Repairs
- Must Apply for Building Permit and Make Repairs Before Permit Expires

\_\_\_\_\_  
*Inspector Signature*

\_\_\_\_\_  
*Date*

RECEIPT

**FOR INTERNAL CITY USE ONLY**

**A. PERMITS DEPARTMENT**

- Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Application Payment Received by: \_\_\_\_\_ Date: \_\_\_\_\_
- Entered into Incode    Project Code: \_\_\_\_\_ Date: \_\_\_\_\_
- Routed to Inspections by: \_\_\_\_\_ Date: \_\_\_\_\_

**B. INSPECTIONS DEPARTMENT**

- Inspection Scheduled by: \_\_\_\_\_ Date: \_\_\_\_\_
- Inspection Completed by: \_\_\_\_\_ Date: \_\_\_\_\_
- Application Approved     Application Denied    Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_
- Application Routed to Permits by: \_\_\_\_\_ Date: \_\_\_\_\_

**C. PERMITS DEPARTMENT**

- Permit Created by: \_\_\_\_\_ Date: \_\_\_\_\_
- Permit # Issued: \_\_\_\_\_     Permit & Application Scanned into Tyler Content Manager
- Permit Mailed to Applicant by: \_\_\_\_\_ Date: \_\_\_\_\_

**D. RECORDS DEPARTMENT**

Retention:

- PW5250-06a - Copies of issued building permits and certificates of occupancy if a Building Permit Log (PW5250-05b) or a Building Master Record (PW5250-03) is not maintained. – Keep permanently
- PW5250-06b - Copies of issued building permits and certificates of occupancy if a Building Permit Log (PW5250-05b) or a Building Master Record (PW5250-03) is maintained. – Keep as long as administratively valuable after entry of evidence of issuance in log or record.