



## BUILDING DEPARTMENT

# CERTIFICATE OF OCCUPANCY CHECKLIST

100 Highridge Drive  
Lakewood Village, TX 75068  
(972) 294-5555 Office  
[inspections@lakewoodvillagetx.us](mailto:inspections@lakewoodvillagetx.us)

REVISED: 03/28/2021

### PURPOSE

A certificate of occupancy is evidence that the home complies substantially with the local codes as adopted by the Town of Lakewood Village and is safe to occupy.

### ACCESS TO THE PROPERTY

The inside and outside of the property must be accessible on the day inspection is scheduled. If the property is not accessible and ready for inspection, a re-inspection fee will be charged and must be paid prior to rescheduling.

### GENERAL HEALTH AND SAFETY

The inspection shall be performed by the building official or his/her authorized designee. Areas to be covered under the inspection include general health and safety issues, but are **not** limited to:

- Electrical Hazards (exposed conductors, electrical service panels, GFCI protection in all wet areas, primary cold water ground and secondary grounding);
- Existing plumbing (visible leaks, fixtures, proper air gaps, vacuum breakers at all hose bibbs);
- Interior structure conditions (walls, ceiling);
- Smoke detectors (located in all bedrooms and adjacent areas);
- Foundation conditions (cracks/breaks);
- Stairs, hand / guardrail condition;
- Exterior surfaces (rotted);
- Exits from home (including operable bedroom windows);
- Heating equipment (water heater/furnace);
- A/C equipment condition (in proper working order);
- Adequate ventilation in bathrooms and laundry rooms (windows or exhaust fans);
- Garbage and debris (outside);
- Accessory buildings (structural condition, exterior surface rotted);
- Fence condition (rotted, upright position);
- Driveway / sidewalk hazards (cracks, breaks with more than three (3) inches of deflection and cracks in excess of three (3) inches); and
- Address posted minimum size four (4) inches of contrasting color.



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### ZONING REQUIREMENTS – NEW CONSTRUCTION ONLY

#### Landscaping Requirements

| Lot Size (ft <sup>2</sup> ) | Number of Trees | Number of Shrubs |
|-----------------------------|-----------------|------------------|
| 7,500 → 33,000              | 2               | 10               |
| > 33,001                    | 3               | 15               |

1. Ground cover shall be planted in the front, side and rear yards of all residential lots. Ground cover includes, but is not limited to: grasses, mulched planter beds, and hardscape;
2. The required trees and shrubs shall be planted in the front yard. Existing trees may be counted toward the minimum requirement.
3. All landscaping required shall be planted prior to issuance of the certificate of occupancy or final inspection for the dwelling.
4. Artificial plants or turf are expressly prohibited.

#### Screening

Screening for Refuse (Trash) and Recycling Storage Container

1. Refuse and recycling receptacles shall be located to minimize their visibility from public streets.

Screening for Utilities, Mechanical, and Service Facilities

Ground-Mounted Mechanical Equipment Screening

1. All mechanical equipment shall be screened from street view.

Pool/Spa Equipment Screening

1. All Pool and/or Spa equipment shall be screened from street view.

Screening for Above Ground Propane Tanks

1. Propane tank(s) shall be screened from street view.

### CUSTOMER SERVICE INSPECTION

The inspection is to be performed by the building official or his/her authorized designee with a valid TCEQ CSI license or T.S.B.P.E. W.S.P. endorsement. The inspection shall assess whether the potential for contamination of the Town water supply exists. As per 30 TAC Chapter 290, the inspection should, at a minimum, ensure that neither cross-connections nor unacceptable plumbing practices are present, and identify and prevent potential contaminant hazards and illegal lead materials.