

## CERTIFICATE OF OCCUPANCY (SAFETY) CHECKLIST

### The City of Montgomery

101 Old Plantersville Road, Montgomery, Texas 77316

936-597-6434 [permits@ci.montgomery.tx.us](mailto:permits@ci.montgomery.tx.us)

#### For all new occupancy, change of use or change of occupancy requests:

- A. Complete a New Occupancy Permit Application.
- B. Pay fee and ensure all items below comply.
- C. Request occupancy inspection from Permits Department.

#### Code compliance requirements for Certificate:

##### Building

1. 2018 IBC 502.1 Building shall be provided with **approved address identification**. Permanent, durable Arabic numbers, minimum 4" high with minimum ½" stroke width in contrasting color, visible from the street.
2. All **exits shall be clear** and operational. All exit doors shall be openable from the inside without a key or any special knowledge or effort. Interior key locks, dead bolts, bar locks, etc., are not permitted. Stairs, steps, and ramps shall have handrails intact.
3. 2018 IBC 1010.1.9.3.1 Any egress doors not equipped with **panic hardware** shall have a readily visible, durable sign posted on the egress side or adjacent to the door stating: THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED. The sign shall be in letters 1 inch (25 mm) high on a contrasting background.
4. All **exit lights** at exterior doors shall comply with:  
2018 IBC 1008 Means of Egress Illumination. 1008.2 Illumination required. The means of egress serving a room or space shall be illuminated at all times that the room or space is occupied.  
1008.3.2 Buildings. In the event of power supply failure in buildings ... an emergency electrical system shall automatically illuminate all of the following areas:
  1. Interior exit access stairway and ramps.
  2. Interior and exterior exit stairways and ramps.
  3. Exit passageways.
  4. Vestibules and areas on the level of discharge used for exit discharge ...
  5. Exterior landings ...
5. All **life safety systems** shall be operational, tested, and approved (smoke control, fire sprinklers, fire alarm, smoke detectors, etc.). Subject to **separate review and approval by Montgomery County Fire Marshall** office and installation of fire extinguisher/Knox Lock Box at designated location. [www.mctx.org/fire](http://www.mctx.org/fire)
6. **Health Department Certificate** current and displayed (food service).  
[https://www.mctx.org/departments/departments\\_d\\_-\\_f/environmental\\_health/consumer\\_health\\_and\\_food.php](https://www.mctx.org/departments/departments_d_-_f/environmental_health/consumer_health_and_food.php)
7. Provide 2012 TDLR **Texas Accessibility Standards** registration (if applicable).
8. Any work that is determined to have been installed **without permits** will be required to comply with all current codes. Permits will be required.

**Plumbing**

- 9. All hose bibs shall be equipped with Vacuum Breakers.
- 10. No plumbing cross connection shall exist.
- 11. All plumbing fixtures shall be properly trapped and vented.
- 12. Water heater temperature & pressure relief valve shall discharge to exterior of building.
- 13. No unvented gas appliances shall be installed.

**Electrical**

- 14. Service panel dead front cover in place with no open spaces and breakers identified.
- 15. "Wet location" (exterior, bathroom, kitchen, garage ...) receptacles shall be GFCI protected.
- 16. No electrical wires may be exposed. Cover plates shall be in place for receptacles, switches, junction boxes and other devices.
- 17. Each lease space in a building shall be provided with no more than one electrical service.

Rick Hanna, CBO

Plan Reviewer / Building Inspector / TSBPE Plumbing Inspector No. 2616

November 1, 2023 revision