

PLUMBING AND MECHANICAL  
INTERPRETATION MANUAL



CODE: Administrative Procedures for the Construction Codes

DATE:

CODE REF: Sec. 306

11/10/2003

SUBJECT: Certificate of Occupancy Inspection (1 of 3 pages)

**Question:** What is required for a C.O. Inspection?

**Answer:** Administrative Procedures for the Construction Codes Section 306 (a) **Use or Occupancy**, states the following:

“ No structure shall be used or occupied, and no change in the existing occupancy classification or the tenant or occupant of a structure or portion of a structure shall be made, until the building official has issued a Certificate of Occupancy.....”

**Section 104 (c) 1.** A structure in existence at the time of adoption of the codes may be continued with its existing use or occupancy if the use or occupancy was legal at the time the codes were adopted, and the continued use is not dangerous to life.

**Section 104 (d) Maintenance 1.** The owner or the owner’s agent shall maintain:

- A.** All structures, portions of structures, and buildings service equipment, both existing and new, in a safe and sanitary condition; and
- B.** All devices and safeguards required by the codes in conformance with the provisions of the codes in effect when the devices and safeguards were installed,

The afore mention sections of the codes are not intended to require an existing occupancy or structure to be brought up to the current code but, to insure the occupants’ may occupy the building or space safely. The following items should be considered before approval of the plumbing and mechanical portion of the C.O.

(Continue Page 2)

PLUMBING AND MECHANICAL  
INTERPRETATION MANUAL



CODE: Administrative Procedures for the Construction Codes

DATE:

CODE REF: Sec. 306

11/10/2003

SUBJECT: Certificate of Occupancy Inspection (2 of 3pages)

1. All plumbing fixtures appear to be in operable and sanitary condition.
2. Water Heater is installed to code including
  - i. T&P valve and drain
  - ii. Water heater vent
  - iii. Combustion air.
  - iv. Elevated if required
  - v. Gas stop and approve connector
3. Vent-a-Hood
  - i. Fire suppression system (If Required)
    1. Check to see if bottle is charge.
4. Check for grease trap. (If Required)
  - i. Check sizing (Based fixtures installed within kitchen)  
Example: 8 fixtures install within a kitchen and only a grease trap installed and not an interceptor.)
5. Check for properly capped and or stopped fuel gas outlets.
6. Check for backflow protection and potential cross connections.
7. All drain lines not in use are properly cap and cleanout plugs are installed.
8. Check for properly vented fixtures and vent terminations. (If Possible)
9. Heating & cooling equipment appears to be in serviceable conditions and all required venting is connected and in serviceable condition. (If Accessible) (Continue Page 3)

PLUMBING AND MECHANICAL  
INTERPRETATION MANUAL



CODE: Administrative Procedures for the Construction Codes

DATE:

CODE REF: Sec. 306

11/10/2003

SUBJECT: Certificate of Occupancy Inspection (3 of 3 pages)

10. Heating & cooling equipment appears to be in serviceable conditions and all required venting is connected and in serviceable condition. (If Accessible)
11. Bathroom Ventilation is installed and operates. (If power is on.)
12. Check for any signs of new plumbing and mechanical installations not installed to code

The above list is not intended to be all-inclusive nor is intended to limit other area if inspection. However the list should provide a reasonable foundation on which to build up on to protect those who we serve.

SIGNATURE: *Lonnie Erwin,*  
Chief Plumbing and Mechanical Inspector  
City of Dallas