

**Residential Certificate of Occupancy Application
For Single Family, Duplex, and Manufactured Homes**

City of Mineral Wells Department
311 South Main Street, Mineral Wells, TX 76067

**City of Mineral Wells
Residential Certificate of Occupancy
Inspection Fee: \$25 per unit for 1 and 2 Family Dwellings
(including Manufactured Homes)**

Please Print

Phone No. _____

The following is a list of the most common things examined during the inspection. There may be additional requirements that need to be met that are not on this list. The standards of the inspection are based on the 2006 International Property Maintenance Code as adopted by the City of Mineral Wells.

1. Address must be posted in a visible location at the front of the residence.
2. The property must be free of trash, litter and debris.
3. All sleeping rooms must be equipped with a smoke detector.
4. There shall be no broken windows.
5. All sleeping rooms must have openable windows.
6. Insect screens must be installed on all openable windows.
7. Exterior of structure must be free of rotting wood and holes and be properly protected and treated (paint, etc.) where required.
8. There shall be no roof leaks, missing or damaged roofing.
9. There must be an approved means of heating and cooling.
10. Clothes dryers must be vented to the outside of the structure.
11. Washing machines must drain properly to the sanitary sewer.
12. All receptacles on the outside, in the kitchen or bathroom must be GFCI.
13. There shall be no exposed outlets, wiring, or panels.
14. All gas fired appliances must be properly vented and operate with safe connections.
15. All plumbing fixtures must be operational. All sinks, tubs, and showers must be provided with hot and cold water.
16. There shall be no open or leaking sanitary sewer lines.
17. Vacuum breakers are required on all outside hose connections.

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City of Mineral Wells Inspections Department
211 Southwest 1st Avenue, Mineral Wells, TX 76067
(940) 328-7715

Please Print

Phone No. _____

Property Address: _____

Property Owner: _____ Occupant: _____

Property Owner's Mailing Address: _____

Occupant's Mailing Address: _____

I understand that if the initial Certificate of Occupancy inspection reveals violations, compliance is required within 30 days from the date of the initial inspection unless an extension has been granted by the building official. It is the responsibility of the property owner/applicant to notify the Inspections Department to schedule a re-inspection if necessary. If compliance is not met within the allotted 30 days without an approved extension from the building official, the property owner/applicant will receive a citation and/or the water utility service will be interrupted.

Applicant's Signature

Date

Last C/O date: _____

Certificate of Occupancy: _____

Permit Number: _____

Appointment date and time: _____

Inspector: _____