



To Whom It May Concern:

The City of Roanoke would like to take this opportunity to welcome your business. Thank you for choosing to be a part of our city. We have put together this packet for your convenience to help your business get started on the right path. In the following pages, you will find applications for your Business Permit & Health Permit (when applicable) as well as paperwork from the Fire Marshall and Building Official's Offices. We have provided you with a list of city phone numbers, along with a list of our current Mayor, Council Members, City Secretary and City Manager for your convenience. If you have any questions please do not hesitate to contact us.

Again, welcome to the City of Roanoke.
Sincerely,

Alicia Santos
Permits Technician
City of Roanoke



Building Inspections

Certificate of Occupancy Guidelines

This Certificate of Occupancy (C/O) Application needs to be completed in full, signed and dated; then can be submitted via fax, postal service, email or in person at our Development Dept. at 500 S. Oak Street Roanoke, TX 76262.

The Planning and Zoning and Building Inspection Departments will review the application and determine the zoning of the property and if the usage is allowable for that zoning district. Additional information or planning process may be necessary dependent upon the review and/or usage.

The \$100 fee will be due upon approval of application; applicant will be contacted by the City Planner and/or Permits Technician once application is approved. Inspections are required before move-in.

Inspections (Not Limited To)

Perm Power Inspection and/or** Temporary Utility

Power must be on in order for the Fire Marshal and C/O building inspections are to be performed. In the event electricity has been turned off by the utility company, then a "Perm Power" inspection is required. This is scheduled by emailing to inspections@roanoketexas.com. Provide the physical address of the building to be inspected; your name, phone number where you can be reached, and that you are requesting a utility power inspection. Once this inspection passes, the City Inspection Department will fax release to Utility provider.

If the inspection is not approved by the City Building Inspector or Fire Marshal, the Owner/Applicant is required to make all necessary changes to conform to the requirements of all adopted codes of the City of Roanoke (including but not limited to Zoning, Building, Electrical, Mechanical, Plumbing, and Fire).

Fees:

For all opening fees, including business, health, signage or any other opening fees besides the Certificate of Occupancy, please contact our permits department at 817-4901308.

Please submit to permits@roanoketexas.com with supporting documents.
City of Roanoke | 500 S. Oak Street | Roanoke, TX 762626 | 817-490-1308



Fees must be paid before the final C.O. is issued.

Fire Inspection

Next, a passing Fire Inspection is required from the Fire Marshal. This inspection is scheduled by contacting the **Fire Marshal (Doug Parks) 817-491-2301**.

If you require a Health Inspection or Pool/Spa Inspection call:

Bureau Veritas - 877-837-8775 / www.BVbuildingsafety.com

C/O - Building Inspection

Prior to issuing the Certificate of Occupancy, the building Inspector shall inspect the premises for any items related to health and safety. This consists of checking the proposed business for compliance with the applicable building, health, plumbing, mechanical, electrical and any other codes as adopted by the City of Roanoke. This inspection is scheduled by contacting Building Inspections at 817-490-1308 (this will be an answering machine. Leave the physical address of the building to be inspected, your name, phone number where you can be reached, and that you are requesting a C/O inspection). If you have any questions regarding this inspection you may call 817-4901308 to speak with the inspector.

THANK YOU!

Please submit to permits@roanoketexas.com with supporting documents.
City of Roanoke | 500 S. Oak Street | Roanoke, TX 762626 | 817-490-1308



CERTIFICATE OF OCCUPANCY APPLICATION

This application needs to be filled out in full before it can be reviewed. The review process can take up to fifteen business days. Once all requirements are met and all inspections are passed, the CO will be issued.

BUSINESS ADDRESS: _____

BUSINESS NAME: _____

BUSINESS PHONE: _____ BUSINESS WEBSITE: _____
 LEGAL DESCRIPTION: LOT/BLOCK: _____ ZONING: _____
 STORIES: _____ SQUARE FT BEING USED: _____
 NAME OF BUSINESS OWNER/TENANT: _____
 BUSINESS OWNER /TENANT MAILING ADDRESS: _____
 BUSINESS OWNER/TENANT OWNER PHONE NO.: _____
 _____ BUSINESS OWNER/TENANT EMAIL: _____
 _____ OWNER OF PREMISES/BUILDING: _____
 _____ OWNER OF PREMISES/BUILDING _____
 ADDRESS: _____ OWNER OF PREMISES/BUILDING _____
 PHONE NO.: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

IS THIS APPLICATION DUE TO A CHANGE OF BUSINESS OWNERSHIP? Y/N
 IS THIS APPLICATION DUE TO CHANGE OF USE? Y/N
 IS THIS APPLICATION DUE TO A CHANGE OF BUSINESS NAME? Y/N
 ARE THERE SPRINKLER SYSTEMS IN PLACE? Y/N
 IS THERE A WORKING FIRE ALARM? Y/N
 ARE YOU RE-OCCUPYING AN EXISTING BUILDING? Y/N
 IS THIS A NEW CONSTRUCTED BUILDING? Y/N WILL THERE BE ANY ADDITIONS, ALTERATIONS OR RENOVATIONS TO
 THE INTERIOR/EXTERIOR OF THE BUILDING? Y/N
 (CLEANUP, PAINT NOT INCLUDED)

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 City of Roanoke | 500 S. Oak Street | Roanoke, TX 762626 | 817-490-1308

I, (We), understand that should said premises be used or occupied in violation of this agreement or of the zoning ordinance, or of any Building, Fire, Sanitary, Health Laws, or Ordinances of the City of Roanoke, that I, (We), shall be subject to penalty in accordance with the provisions of the Zoning Ordinance or other applicable regulations. The applicant will be contracted by the City Planner and/or Building Official upon approval of the application of the \$100.00 fee will be due at the time and before any inspections and/or move-in.

Application is hereby made to the City of Roanoke, Texas, under provisions of the zoning ordinance to use and occupy the premises for (purpose space) -

APPLICANT SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY:

Inspected by Building Department Date: _____ Approved? _____ Zone: _____

Type Construction _____ Occupancy Group _____ N.C.B. _____ Total Occupants _____

Inspected by Fire Department: _____ Date: _____ Approved? _____

Fire Alarms: Yes No Sprinklers: Yes No

Please submit to permits@roanoketexas.com with supporting documents.
City of Roanoke | 500 S. Oak Street | Roanoke, TX 762626 | 817-490-1308



ANNUAL BUSINESS PERMIT APPLICATION

According to Ordinance 2016-102, "An initial business registration fee as provided for in the fee schedule found in the appendix of this Code shall be paid to the City Permit Clerk at the time of registration. New businesses shall register prior to the time each business opens for business".

BUSINESS NAME: _____
BUSINESS ADDRESS: _____
BUSINESS PHONE: _____ BUSINESS EMAIL: _____
BUSINESS WEBSITE: _____
BUSINESS TYPE: _____ BUSINESS OWNER: _____
OWNER'S MAILING ADDRESS: _____
OWNER'S PHONE NO.: _____
OWNER'S EMAIL: _____

I, (We), understand that should said premises be used or occupied in violation of this agreement or of the zoning ordinance, or of any Building, Fire, Sanitary, Health Laws or Ordinances of the City of Roanoke, that I, (We), shall be subject to penalty in accordance with the revisions of the Zoning Ordinance or other applicable regulations. The applicant will be contacted by the City Planner and/or Building Official upon approval of the application the \$25.00fee will be due at time and before an inspection/move-in.

APPLICANT SIGNATURE: _____ DATE: _____

Please submit to permits@roanoketexas.com with supporting documents.
City of Roanoke | 500 S. Oak Street | Roanoke, TX 762626 | 817-490-1308



Business Owner/Manager:

We at the Roanoke Police Department would like to welcome your business to the city. We will do our best to help you and your employees if the need arises. Please help us help you by completing this form and returning it to us. We maintain a nonpublic access business list in our communications section that is used if we have an after-hours problem at your business.

Thank you,

Roanoke Police Department

DATE: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: _____

BUSINESS DAY PH#: _____

BUSINESS FAX#: _____

ALARM? YES _____ NO _____ ALARM CO NAME/PHONE#: _____

AFTER HOUR EMERGENCY CONTACTS:

NAME _____ PHONE#: _____

1. NAME _____ PHONE#: _____

2. NAME _____ PHONE#: _____

3. NAME _____ PHONE#: _____

4. NAME _____ PHONE#: _____

5. Please submit to permits@roanoketexas.com with supporting documents.
City of Roanoke | 500 S. Oak Street | Roanoke, TX 762626 | 817-490-1308

FOOD ESTABLISHMENT PERMIT APPLICATION

DO NOT REMIT PERMIT FEE UNTIL 4 WEEKS PRIOR TO OPENING _____

NEW ESTABLISHMENT
NAME: _____
ESTABLISHMENT ADDRESS (PH
ADDRESS CITY, ZIP: _____



ADDRESS _____
OTHER ESTABLISHMENT
_____ IF MOBILE UNIT, COMMISSARY
PHONE: _____

PHONE: _____
MAILING ADDRESS: _____ CITY,
STATE, ZIP: _____

EMAIL: _____
_____ HOURS/DAYS OF OPERATION: _____ IF MOBILE UNIT,

LIST LICENSE NUMBER: _____

NEW ESTABLISHMENT NEW OWNER CHANGE OF ADDRESS OTHER ESTABLISHMENT NAME: _____

ESTABLISHMENT ADDRESS (PHYSICAL LOCATION): _____ IF MOBILE UNIT, COMMISSARY ADDRESS
CITY, ZIP: _____ PHONE: _____

OWNER(S) NAME(S): _____
PHONE: _____ MAILING ADDRESS: _____ CITY, STATE,
ZIP: _____ EMAIL: _____

HOURS/DAYS OF OPERATION: _____ IF MOBILE UNIT, LIST
LICENSE NUMBER: _____

IS THIS A NON-PROFIT ORGANIZATION? YES NO

IS IT ON AN INDIVIDUAL WELL? YES NO ON A SEPTIC TANK? YES NO PLEASE GIVE A BRIEF
DESCRIPTION OF THE TYPE OF OPERATION (E.G. GROCERY STORE, CONVENIENCE STORE WITH

DELI, RESTAURANT, ETC) AND TYPE OF FOODS AVAILABLE:

SIGNATURE OF OWNER OR AUTHORIZED AGENT: _____
NAME OF ABOVE, PRINTED: _____

FOR OFFICE USE ONLY

RETAIL OPEN RETAIL FOOD SERVICE OTHER FEE EXEMPT FEE: _____ RECEIVED:
_____ CK#: _____

Please submit to permits@roanoketexas.com with supporting documents.

City of Roanoke | 500 S. Oak Street | Roanoke, TX 76262 | 817-490-1308



| DEPARTMENT | DEPARTMENT HEAD | PHONE NUMBER | ADDRESS |
|-------------------------------------|-----------------|------------------------------|--|
| City Manager | Scott Campbell | 817-491-2411 | 500 S. Oak Street |
| Asst. City Manager | Cody Petree | 817-491-2411 | 500 S. Oak Street |
| Public Works | Shawn Wilkinson | 817-491-6099 | 265 Marshall Creek Road |
| Planning Manager | J.R. Hames | 817-490-1308 | 500 S. Oak Street |
| City Planner | Kelly Carlson | 817-490-1308 | 500 S. Oak Street |
| Building Official | Matt Cox | 817-490-1308 | 500 S. Oak Street |
| Code Enforcement Officer | Raul Rodriguez | 817-490-1308 | 500 S. Oak Street |
| Fire Chief | Chris Addington | 817-491-2301 | 201 Fairway Drive |
| Fire Marshal | Doug Parks | 817-491-2301 | 201 Fairway Drive |
| Police Chief | Jeriahme Miller | 817-491-6052 | 609 Dallas Drive |
| City Secretary | April Hill | 817-491-2411 | 500 S. Oak Street |
| Parks & Recreation/Community Center | Ronnie Angel | 817-837-9930 817-491-6060 | 501 Roanoke Road 312 S. Walnut Road |
| Library | Geoff Sams | 817-491-2691 | 308 S. Walnut Road |
| Health Inspector | Lisa Pomroy | 817-837-8775 | |

Roanoke Mayor & City Council

Roanoke City Hall
500 S. Oak Street
Roanoke, TX 76262
817-491-2411
817-491-2242 (Fax)

Members

- Scooter Gierisch, Mayor
- Holly Gray-Moore, Mayor Pro Tem Ward 1
- Angie Grimm, Ward 1
- Brian Darby, Ward 2
- Kirby Smith, Ward 2
- David Thompson, Ward 3
- Open, Ward 3



SELF INSPECTION FORM

(This form is for your reference only. It does not need to be turned back in.)

| ACCESS & PREMISES: | YES | NO | N/A |
|---|------------|-----------|------------|
| Are address numbers for the building visible from the street? | | | |
| Is the exterior fire department access unobstructed? | | | |
| Does your building have a Knox Box? If not, one must be installed. If so, will the keys inside it open all doors? If locks are changed contact the Roanoke Fire Department to install new keys. | | | |
| Is combustible vegetation removed so as to not create a fire hazard? | | | |
| Is there maintained a minimum 3' clearance around fire hydrants? | | | |
| EGRESS (EXITING): | | | |
| Are the exit ways and doors easily recognizable, unobstructed, and maintained functional? | | | |
| If the main exit door is provided with key-locking hardware, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are the other exit doors operable from the inside w/o the use of a key or any special knowledge or effort? | | | |
| Are the exits and exit enclosures free of storage? | | | |
| Are doors with self-closing hinges maintained in the closed position (not blocked open)? | | | |
| ELECTRICAL: | | | |
| Are all electrical outlets, switches and junction boxes properly covered with cover plates? Is the electrical system safe from any apparent shock and/or other electrical hazards? | | | |
| Are circuit breakers/ fuses labeled so as to identify the area protected? | | | |
| Is the area in front of the electrical panel(s) clear, by at least 36"? | | | |
| Are extension cords used only for temporary use? (90 DAYS) | | | |
| Are extension cord(s) of heavy-duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances? | | | |
| Are extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only on portable appliance? | | | |
| Is the capacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)? | | | |
| If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle? | | | |
| EMERGENCY LIGHTING/EGRESS ILLUMINATION: | | | |
| If emergency lighting is provided, is it maintained in operable condition? | | | |



| | | | |
|--|--|--|--|
| Is the means of egress illuminated when the building or structure is occupied? | | | |
| EXIT SIGNS: | | | |
| If exit signs are required, are they maintained as illuminated or self luminous? | | | |
| Does the backup-battery work? (Push the test bottom, the exit sign should illumination under battery power.) | | | |
| FIRE ALARM SYSTEM: | | | |
| If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company? | | | |
| FIRE SAFETY AND EVACUATION PLANS: | | | |
| If drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises? | | | |
| If required, are evacuation plans posted? | | | |
| If required, do you have fire safety plans? | | | |
| FIRE EXTINGUISHERS: | | | |
| Is there access to a fire extinguisher(s) rated at a minimum of 2A-10BC per 6,000 square feet? In low hazard areas and 3,000 square feet in medium hazard areas? | | | |
| Is the travel distance from all portions of the building less than 75' to a fire extinguisher? | | | |
| Are all fire extinguishers visible and accessible (not blocked)? | | | |
| Have the fire extinguisher(s) been serviced/tagged by a qualified technician within the last 12 months? | | | |
| Is the fire extinguisher(s) properly mounted? Proper locations – near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if less than 40lbs, maximum 3 ½' high if greater than 40lbs. in all cases, minimum 4" above the ground?) | | | |
| FIRE/SMOKE SEPARATIONS: | | | |
| Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained in working condition? | | | |
| FIRE SUPPRESSION SYSTEMS: | | | |
| Is storage maintained a minimum of 24" below head deflectors in non-sprinkled areas? | | | |
| Is the building equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company? | | | |
| In the commercial cooking appliances, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent accumulation of grease? | | | |
| HEAT PRODUCING APPLIANCES: | | | |
| If portable electric heaters are used, are they used safely? Are they plugged into wall outlets and kept a minimum of 3' away from combustibles? | | | |

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| | | | |
|---|--|--|--|
| HOUSE KEEPING AND DECORATION: | | | |
| Is combustible rubbish that is stored in containers outside of vault storage rooms removed from the building a minimum of once each working day? | | | |
| Are oily rags or similar materials stored in metal, metal lined or other approved containers equipped with tight fitting covers? | | | |
| Are combustible decorations flame retardant? | | | |
| MECHANICAL HAZARDS: | | | |
| Is the venting for exhaust products of combustion working properly for gas appliances? (ie: water heaters, furnaces, etc). | | | |
| SMOKE DETECTORS: | | | |
| If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified technician? | | | |
| STORAGE OF COMBUSTIBLES: | | | |
| Is the storage of combustible material orderly and clear of exits and openings? | | | |
| Are combustible materials not stored beneath the building or structure? | | | |
| Are the mechanical rooms and electrical panel rooms maintained free of all combustible materials? | | | |
| Are dumpsters that are 1.5 cubic yards or more placed more than 5' from combustible walls, openings or combustible roof eave lines? | | | |
| If you have storage of compressed gas containers (such as Co2, helium, etc) are they chained to prevent falling? | | | |
| STORAGE OF COMBUSTIBLE AND FLAMMABLE LIQUIDS: | | | |
| Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets? | | | |

BUILDING INSPECTIONS

| | | | |
|--|--|--|--|
| Required number of parking spaces | | | |
| Stripe parking area/handicap space(s) | | | |
| Handicap restrooms for customers/employees if applicable | | | |

A "NO" response to any of these questions indicates the presence of a code violation.

Sec. 12.856. Temporary Portable Signs and Banner Signs.

(a) Portable Signs.

- (1) Portable signs are defined as a sign whose principal supporting structure is intended by design, use or construction, to be used by resting upon the ground for support and which may be easily moved or relocated for reuse. Portable signs shall not include signs mounted upon parked motor vehicles, or trailers which are used to serve as advertisement for a use, product, or service.
- (2) Portable signs shall not be permitted on any residentially zoned property. Portable signs may only be placed on a lot or parcel of land upon which a new business is located, and only for a period of thirty (30) days from the date of issuance of a certificate of occupancy for such business after payment of the fee provided in subsection (c) below. Upon the expiration of such thirty (30) day period, and after payment of an additional fee, a portable sign may be placed or remain in place upon such parcel for an additional thirty (30) days if the sign has not, in the opinion of the building official or the chief law enforcement, constituted a traffic or safety hazard in the prior thirty (30) day period. No portable signs shall be permitted to be placed on a lot or parcel of land for a period in excess of sixty (60) days.
- (3) Portable signs may not contain any flashing lights or any other device which could, in the opinion of the building official or that of the chief law enforcement officer, district operators of vehicles in the immediate vicinity, and may not be placed within seventy-five feet (75') of any intersection or one hundred feet (100') of an intersection of a U.S. or State highway, and may not be placed within ten feet (10') of any road right-of-way.
- (4) All physical damage to any paved parking lot, street, right-of-way, land or appurtenances shall be repaired within forty-eight (48) hours of such damage.

(b) Banner Signs.

- (1) Banner signs are defined as a temporary sign made of cloth, canvas or other light fabric. The maximum allowable size of a banner is thirty-two (32) square feet.
- (2) All banners must be attached to the wall surface if attached to a structure. Banners not attached to a structure may be attached on both ends to a minimum of a 1 ½" diameter steel "T" post or to a minimum of 4" x 4" diameter wooden post. All post and banners must be removed on the day of the expiration of the permit.
- (3) Banner signs shall not be permitted on any residentially zoned property. Banner signs may only be placed on a lot or parcel of land upon which a business is located, and only for a period of thirty (30) days in any ninety (90) day period. The fee for a banner sign is the fee provided in subsection (c) below.

- (c) Upon payment of a twenty-five dollar (\$25.00) fee, the building official shall issue a permit containing the date of issuance thereof and the name of the owner of the sign and any person leasing or renting the sign and the name of the business to which the advertising or message pertains. The building official shall not issue the permit, or may revoke any permit, if in his opinion or that of the chief law enforcement officer, the placement thereof would constitute a traffic or safety hazard.

(Ord. No. 2009-109, § 2, adopted 6/23/09; Ord. No. 2012-104, § 6, adopted 2/14/2012)