

# PLANNING DEPARTMENT CERTIFICATE OF OCCUPANCY CHECKLIST



The Planning Department will be inspecting the following items, which are reflected on the approved building permit copy of the site plan and landscape plan that are contained within the approved civil engineering construction plan set. These items must be **COMPLETED** in conformance with the official city approved site plan, landscape plan, and/or elevation drawings. Prior to requesting an inspection for a certificate of occupancy:

- Parking and Circulation.** All off-street parking must be provided in the quantity and locations shown on the approved site plan and be striped accordingly. Additionally, all points of ingress and egress must be constructed, and all fire lanes must be striped as approved on the site plan.
- Screening.** All screening devices shall be provided in the approved location, height and constructed with the materials shown on the approved site and landscape plans.
- Loading Spaces.** Loading spaces must be provided in the quantity and location shown on the approved site plan and striped accordingly.
- Dumpster Enclosure.** Dumpster enclosures shall be constructed in the location and height shown on the site plan and shall match the exterior of the main structure with solid metal gates (primed and painted).
- Architectural Elevations.** Architectural building elevations must match the approved elevations with regard to materials, colors, and location/percentage of each type of material.
- Plat.** Prior to the issuance of a Certificate of Occupancy, the associated plat for the subject property must be filed for record and/or any required easements necessary for the development of the property must be filed with the County Clerk's Office.

**Upon completion of the items listed above, Please Contact Rhys Wilson at 972-547-7403 or [dwilson@mckinneytexas.org](mailto:dwilson@mckinneytexas.org) to schedule your inspection. Please also be prepared to provide the associated site plan case number (i.e. SITE2017-0011) and requested inspection date.**

**INSPECTION FEE:** *None. The inspection fee is included in building permit fee.*