

FAQ: CERTIFICATE OF OCCUPANCY

1

What is change of use?

A change of use is any proposed change to the use of a property or an intensification of an existing use that creates more or different impacts to the site or surrounding properties. For more information check out: [Dallas Zoning Districts](#)

2

How long does it take to get a CO approved?

Processing times differ based on demand. Please note that providing incorrect or insufficient information or documentation can delay the approval process.

3

What is a Land Use Questionnaire?

This is a required [document](#) that needs to be completed when applying for a CO. You can find more information and what you can expect regarding COs at our [Certificate of Occupancy Website](#).

4

How does the CO inspection process work?

- Application received → Pre-screen process begins
- Completion of pre-screen → Invoice issued (only if no additional info. is required)
- Successful payment → Application approved or routed for review
- Review completion → Project ready for inspections
- All inspections passed → CO is released

5

What does it mean when my CO application required further review with zoning and building code?

The application needs to be routed to a different team for another layer of review.

- The review fee will still need to be paid in order to set up routing.
- Fee payment does not guarantee approval.

