



LEWISVILLE

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MULTI-FAMILY COMPLEX LICENSE & INSPECTION

The city of Lewisville requires apartment complexes to have a valid Multi-family Complex License, per Lewisville Code §4-206 effective August 9th, 2022.

The Multi-family Complex License ensures that all apartments operating in Lewisville meet health and safety requirements set by the City of Lewisville and the State of Texas.



Resources

- [Overview of Application Process](#)
- [How to Prepare for the License Application](#)
- [How to Prepare for the Annual Inspection](#)
- [LFD Multi-Family Fire Inspection](#)

LICENSE APPLICATION

Complexes renew their license annually and pay \$12 per dwelling unit. The application asks for date of latest backflow prevention assembly test, latest certificate of occupancy, and inspection reports on fire protection systems, such as fire alarms and fire sprinklers.

ANNUAL INSPECTION

Apartment complexes receive an annual inspection, based on the International Property Maintenance Code. Multifamily Inspectors notify complex 30 days prior. All resident buildings receive an exterior inspection. Roughly 5% of dwelling units receive an interior inspection.

CONTACT A MULTI-FAMILY INSPECTOR FOR MORE INFORMATION

Prakash Abraham
Multifamily Inspector
459-635-5473
pabraham@cityoflewisville.com

Eric Dueñez (Español)
Multifamily Inspector
972-219-5007
eduenuez@cityoflewisville.com

Jeff Hoaglind
Multifamily Inspector
972-219-3475
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STEPS IN THE LICENSE APPLICATION PROCESS

1

Receive link to multi-family license application

- Code Enforcement emails the license application 60 days before the current license expires
- Complex management should contact the City if their email changes



2

Fill out application online

- Application can be saved in-progress to submit later
- Submit application with latest certificate of occupancy, date of backflow inspection, and with fire inspections passed or scheduled



3

City staff review application

- City staff verify compliance with fire protection systems, backflow assembly testing, and valid certificate of occupancy
- Notification is sent when each review is complete



4

Receive email with license invoice

- Complex will receive email with invoice and online payment link
- License fee is \$12 per dwelling unit
- Fee for newly built complex is waived for 3 years



5

Pay fee online

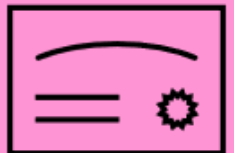
- Fee **MUST** be paid online, please **DO NOT** send a check
- Fees greater than \$1,000 pay online with ACH
- Fees less than \$1,000 pay online with credit card



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Official Multifamily Complex License Issued

- Complex receives email with their official license
- License displayed in main office or prominent location
- Note the expiration date and prepare for next year's license



PREPARE FOR LICENSE APPLICATION

When filling out the Multi-family Complex License application, apartment complexes must provide information on their fire prevention inspections, backflow device tests, and their most recent Certificate of Occupancy. Information provided will allow city staff to verify compliance requirements set forth in Lewisville's municipal code §4-206.

Compliance is verified by respective city staff who oversee each program. Complexes will receive an email notice when each review is complete. Reviews may take up to two weeks. Complexes may be asked to provide additional information or take further action to meet minimum requirements.

BACKFLOW ASSEMBLY TEST

Per city code §16-351, backflow prevention assemblies are installed on all water service lines to prevent the undesirable reversal of any water flow, back into the distribution pipes of the City Potable Water Supply. The Texas Commission on Environmental Quality (TCEQ) requires that all backflow assemblies must be tested annually by a State licensed BFPA tester.

- Application requires date of latest test
- City staff will verify test results with 3rd party partner BSI Online

Contact Health Services at 972-219-3535

FIRE PROTECTION SYSTEMS

Per city code §5-91, new and existing structures must comply with the Fire Code. Fire protection systems must pass annual fire code inspection to obtain the Multi-Family Complex License.

Fire Inspection Requests can be made using the inspection line at 972.219.3462.

Information about the City's Fire Prevention Unit, the Fire Code, and lists of fire system contractors are available on the [Fire Marshal's Office](#) site.

Contact the Fire Marshal's Office at 972-219-3462

CERTIFICATE OF OCCUPANCY

Per city code §4-36, all commercial operations within a structure must have a Certificate of Occupancy (C.O.) before the space can be used or occupied. C.O. is required for new constructions, and when there are significant alternations on existing structure, change of use, change of ownership, or change of business name. Only one C.O. is required per complex.

- Application requires latest C.O. certificate

Contact Building Services at 972-219-3470

ONLINE RESOURCES

- [Backflow Prevention Device Test](#)
- [Certificate of Occupancy](#)
- [Fire Prevention System Inspections](#)
- [Multi-Family License and Inspection Program](#)



cityoflewisville.com



972-219-3480

PREPARE FOR ANNUAL INSPECTION

The Multi-family Inspectors will notify apartment complexes of their upcoming annual inspection approximately 30 days prior. Inspectors follow the International Property Maintenance Code (IPMC) to inspect the main office, all resident buildings and roughly 5% of dwelling units.

RESIDENT BUILDING INSPECTIONS

- Ceilings no cracks, holes, leakage stains
- Stairs and railing securely anchored
- Steps and sidewalks not hazardous
- Roofs & drainage secure to building, in good repair and unobstructed
- Siding, brick, wood free from holes, breaks, rotting or loose material
- Weather-proof junction box
- No exposed or spliced wiring/cords
- Functioning light fixtures
- Meter bank accessible, secure, covered
- Plumbing cleanouts & caps in place
- Water meter box accessible, covered
- Sprinkler control covers secure
- Fire department access box
- Windows unbroken
- Window screens in place
- Foundation unexposed, level, no cracks
- A/C Panel(s) secure
- A/C Conduit weatherproofed and wires unexposed
- A/C Disconnects secure and covered
- No extension cords used to replace permanent electrical wiring
- Blanks in electrical panels
- Portable Fire Extinguisher(s)
- "No Smoking" signage posted
- Emergency & Exit Lighting

DWELLING UNIT INSPECTIONS

- Visible building number
- Windows unbroken
- Window screens in place
- Doors open and close
- Locks tightly secure and functional
- Walls and ceilings have no cracks, holes, leakage stains
- Functioning appliances
- Floors walkable, level, and no holes, tears, water stains, or missing pieces
- Stairs, railing and balconies securely anchored to building
- A/C Panel(s) secure
- A/C Conduit wires unexposed
- A/C Disconnects secure and covered
- Electrical outlets & switches function
- Electrical outlets within 6 ft of body of water (sink, toilet, etc.) needs a GFCI
- No exposed or spliced wiring/cords
- Blanks in electrical panels
- Plumbing fixtures, such as sinks and toilets, function and do not clog
- Water heater conduit functions without leaking
- Functioning T&P valve on water heater
- Functioning smoke detectors
- Portable fire extinguisher(s)

GENERAL COMPLEX INSPECTIONS

- Visible address and building numbers
- Grass and weeds 6" or less
- No unsightly matter, such as trash/debris
- No inoperative vehicles



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LEWISVILLE FIRE DEPARTMENT

MULTI-FAMILY FIRE PROTECTION INSPECTION

Before a Multi-Family Complex License may be issued, all fire protection systems on the property comply with the annual testing requirements set forth by city Code. Fire Inspection Requests can be made using the inspection line at 972.219.3462.

EMERGENCY PLANNING AND FIRE SERVICE FEATURES

- Fire apparatus lanes maintained, marked, and access clear from obstructions
- Address & Building numbers visible from street (Minimum 6 inches for office, 12 inches for building numbers, 4 inches for unit ranges and 3 inches for units)
- Rooms containing fire alarm, fire sprinkler, and electrical equipment labeled

ELECTRICAL

- Electrical wiring, electrical breakers and cover plates on switches, outlets and junction boxes in accordance with electrical code
- Clearance to electrical service equipment maintained

RATED CONSTRUCTION AND INTERIOR FINISH

- Fire system rooms have all penetrations sealed in floors / walls / ceilings

FIRE PROTECTION

- Fire alarm system maintained in an operative condition
- Fire sprinkler system maintained in an operative condition
- Portable fire extinguishers maintained in an operative condition to include elevator machine room
- Access to fire protection equipment, fire hydrants, and fire department connections free from obstructions
- Hydrant Test (Private)

ACCESS GATES

- Automatic gate openers (KS2 Switch) operational and in good condition
- Bi-Directional Light Attenuated Devices (OptiCom) Operational
- Fire Department Manual Release/Knox Pad Lock in place and operational (on Fire Department manual release pull box)

OTHER

- No Smoking signs posted
- Knox Box present with building keys installed in box



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