



CERTIFICATE OF OCCUPANCY APPLICATION

DEVELOPMENT SERVICES

GENERAL INFORMATION

RESIDENTIAL CERTIFICATE OF OCCUPANCY, COMPLETE FIRST SECTION ONLY AND SIGN.

Address to be Inspected:

Applicant's Name:

Applicant's Phone Number:

Applicant's Email Address:

COMMERCIAL CERTIFICATE OF OCCUPANCY, COMPLETE ALL SECTIONS AND SIGN.

New Business Name:

Business Use:

Previous Use of Building:

Representative Name:

Representative Phone Number:

Square Footage:

Currently Occupied? Yes No

Number of Parking Spaces:

Private Club? Yes No

Number of Seats:

Outside Storage? Yes No

- CLEAN FOR SHOW (ELECTRICAL INSPECTION / NO BUSINESS OCCUPANCY)
- OCCUPY (AS A BUSINESS)
- RESIDENTIAL CERTIFICATE OF OCCUPANCY (INSPECTION FOR POWER)

IN ORDER TO FACILITATE INSPECTION, WE REQUIRE A REPRESENTATIVE OF THE BUSINESS TO MEET INSPECTOR AT LOCATION.

ADDITIONAL INFORMATION

IF YOUR BUSINESS IS A RESTAURANT, PRIVATE CLUB, CHURCH OR DAYCARE, YOU WILL BE REQUIRED TO PROVIDE A SEATING AND FLOOR PLAN WHICH DEPICTS THE ACCURATE SQUARE FOOTAGE OF LEASE SPACE/BUILDING. ALL APPLICATIONS MUST SUBMIT PARKING SITE PLAN SHOWING DUMPSTER.

NOTICE: Ordinance #3456 Customer Service Survey of all premises for cross connections of the Potable Water Systems along with all required backflow protection devices with current test reports, may be required. Under TCEQ the property owner/person in control is responsible for furnishing all protection of the Potable Water.

Applicant's Signature

Date