

Certificate of Occupancy Application

Property Address: _____

Name of Business: _____

Present or previous use: _____

Proposed Use: _____

Square footage of space you are occupying: _____

Applicant Name: _____ Contact Number: _____

Mailing Address: _____ Alt. Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Property Owner: _____ Contact Number: _____

Mailing Address: _____ Alt. Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Tenant: _____ Contact Number: _____

Mailing Address: _____ Alt. Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Will there be any structural, electrical, plumbing, or HVAC changes to accommodate the new occupancy? If yes, explain:

Floor Plan of the space to be occupied must be submitted with application.

I hereby certify that the work covered by this application is authorized by the owner in fact and that I am authorized to make this application. I further certify that the information shown above is true and correct, and I agree to comply with all of the applicable city codes and ordinances, and laws of the state of Texas, and the approved plat, plan and specifications. I further certify that I will obtain all necessary permits for any site or building work I will undertake and that this form does not serve as a permit application.

Signature of Applicant: _____ Date: _____

Signage will require a permit and a 9-1-1 address request will be needed if the building was divided into additional suites to be leased out.

CERTIFICATES OF OCCUPANCY AND COMPLIANCE (§§ 1010--1019)

[1010. Generally.]

- A. No existing building and no building erected or structurally altered, shall be occupied, used or changed in use until a certificate of occupancy and compliance shall have been issued by the building official, stating that the building and proposed use of building or land complies with all provisions of this code and all other applicable building and health laws and ordinances and with the provisions of this code and all other ordinances relating to electrical and plumbing installation and with the provisions of this chapter. Certificates of occupancy and compliance shall be applied for coinciding with the application for a building permit and shall be issued within five (5) days after the erection or structural alteration of such building shall have been completed in conformity with the provisions of this chapter and the other laws and ordinances referred to in this section. A record of all certificates shall be kept on file in the office of the building official and copies shall be furnished on request to persons having a proprietary or tenancy interest in the building affected. No fee shall be charged for an original certificate, but for copies of an original certificate there shall be a charge of fifty cents (\$0.50) each.
- B. The use of a building erected prior to adoption of this ordinance shall not be changed from one class to another, unless and until a certificate of occupancy and compliance with the provisions of this chapter has been obtained from the building official.
- C. Before the issuance of a certificate of occupancy and permit to engage in the sale of beer or wine in connection with a restaurant or cafe by the building official, to whom the applicant has been certified as having complied with all ordinances of the city applicable to the sale of beer and wine, the applicant shall file with the city health officer showing compliance with all sanitary and health laws, ordinances and regulations of the state and the city.

(Code 1967, 45-13)