

## Certificate of Occupancy Permit

These requirements are applicable to change of use, change of tenant or change of ownership of existing buildings without modifications

Before any structure is used for any occupancy, please supply the following:

1. Completed certificate of occupancy permit application.
2. Five (5) sets of floor plans to scale specifying:
  - (a) Total building square footage.
  - (b) Room dimensions and door sizes, label all rooms – restrooms, office, storage, hall, etc.
  - (c) Show fixture layout, i.e. shelving, racks, kitchen equipment layout, etc. (if applicable).
3. Five (5) sets of site/plot plans to scale specifying:
  - (a) Dimensions of property on all sides with North indicated.
  - (b) Size and location of all structures on lot. Show dimensioned setbacks to all property lines and between buildings or structures located on property.
  - (c) Location and dimensions of all easements.
  - (d) Location of walks, driveways and approaches.
  - (e) Off street parking with number of spaces indicated.
4. If an application for a certificate of occupancy involves a food service establishment or bar, etc., plans must be approved by the Health Department and the Fire Department.
5. Signs require a separate application and permit.
6. After submittal documents have been received and accepted by the Building Services Division, allow 5 to 10 working days for the review to be completed. Building Services support staff will contact the owner or the owner's representative to pick up the permit when the review process is complete. **Plan review fees are due at the time the documents are submitted.** The balance of the permit fees are due when the permit is picked up.
7. After the permit is issued an inspection of the property must be requested by the owner or owners'

representative. If the inspection reveals deficiencies or code violations, they must be corrected before the Certificate of Occupancy will be issued.

8. An electrical permit may be required to bring the electrical system up to code and have the electrical service restored. An electrical contractor licensed by the Texas Department of Licensing and Regulations (TDLR) must obtain the permit.
9. A plumbing permit may be required to bring the plumbing up to code and have the gas service restored. A plumbing contractor licensed by the Texas State Plumbing Board of Examiners (TSPBE) must obtain the permit.
10. A Certificate of Occupancy will be issued upon approval of all required inspections. The building cannot be occupied until said Certificate of Occupancy is obtained.
11. All changes of occupancy shall be brought up to handicap requirements.

**It is unlawful to open any type of business without securing the certificate of occupancy.**