



# OCCUPANCY COMPLIANCE INSPECTION

All commercial properties in the City of Houston are required to obtain and display a Certificate of Occupancy.

Compliance inspections are designed to prevent a building's deterioration to an extent that it could expose its tenants to risks to their health and lives. It's an inexpensive way to insure building safety!

**Did you know...** Business owners must obtain a Certificate of Occupancy (CO) in order to apply for state licenses such as liquor sales, auto dealers, barber shops and hairdressers? A CO is also required by most financial institutions for business/commercial loans.

## How do I apply?

The space of business must already have power and be set up for business prior to applying for a CO. You will need the following to apply:

- A completed application
- Total square footage of the space of business
- If a tenant, a copy of the lease agreement
- If you have multiple buildings, a site map listing all building addresses or building numbers
- A form of payment: cash, check, advanced payment account or credit/debit card


**To apply electronically**, request an application at [occupancy.inspections@houstontx.gov](mailto:occupancy.inspections@houstontx.gov). You will need access to a scanner and the ability to pay online by e-check or credit/debit card.

## About Us

The Occupancy Inspections section is part of Houston Public Works Building Code Enforcement branch. Occupancy is responsible for ensuring the safety of commercial buildings for their customers and employees through inspections designed to locate and list possible life safety issues.

Occupancy Inspections is open Monday through Friday, 8 a.m. to 4:30 p.m.

## Contact Us

 Houston Permitting Center  
1002 Washington Avenue, 1st Floor  
Houston, Texas 77002

 832.394.8880  
832.395.9608 (fax)

 [occupancy.inspections@houstontx.gov](mailto:occupancy.inspections@houstontx.gov)

 [houstonpermittingcenter.org](http://houstonpermittingcenter.org)



# Where do I put a CO?

An original Certificate of Occupancy (CO) must be posted in a clearly visible place on the premises. It does not need to be visible to customers.

If the CO has been lost, you may apply for a duplicate of the original CO.

# When do I re-apply?

A CO is for the building/lease space and remains valid as long as the same type of business occurs at the location. The CO is void and re-application is necessary if:

- The type of business being operated and/or the degree of hazard involved changes.
- Your business relocates to another address.

## CITY OF HOUSTON CERTIFICATE OF OCCUPANCY

Owner or Occupant: Your Business Name Here

This certificate must be posted in a conspicuous place on the premises and authorizes the Building(s) or Structure(s) to be occupied at:

1234	STREET NAME	BLVD	A1		
<small>street no</small>	<small>street name</small>		<small>unit</small>	<small>lot</small>	<small>block</small>
OCC REPORT/RETAIL-STORAGE-OFFICE-ETC/1200 SQFT					N/A
<small>occupancy use</small>					<small>occ load</small>
	001	07-APR-2016	2	M	B
<small>subdivision</small>	<small>stories</small>	<small>date</small>	<small>type</small>	<small>group</small>	<small>rating</small>

The work listed hereon has been duly inspected and found to comply with all of the City of Houston Construction Code requirements for the occupancy group and use shown. This certificate covers ONLY the work described above; therefore other portions of the building may not have been inspected and may not (and are not required to) comply with all portions of the City of Houston Construction Code.

THIS CERTIFICATE DOES NOT CERTIFY COMPLIANCE WITH THE 'AMERICAN WITH DISABILITIES' ACT.

This certificate is issued pursuant of Section 101.2 of the Building Code, based on available knowledge gained from inspection conducted on 28-FEB-2000 of readily visible conditions.

Project Number: 15646817  
Receipt Number: 554864547  
Film Number:

*Customer Service Rep*  
Prepared by:



*Building Official*  
For Mr. Earl N. Greer, CSO, MCP  
Interim Building Official for the City of Houston