



City of Brookshire

Mailing Address P.O Box 160 /
4029 5th St. Brookshire, TX 77423
Office: 281-375-5050 / Fax: 281-375-5045
info@brookshiretexas.gov



Certificate of Occupancy Application

Project Information:	Permit #:
Name / Description: _____	
Project Address: _____ Sq. Ft: _____	
Lot: _____ Block: _____ Subdivision: _____	
INTENDED USE OF SPACE: _____	
Total Occupancy of Building: _____ Number of Parking Spaces: _____	

Owner Information:
Company Name: _____ Contact Person: _____
Street Address: _____
Phone Number: _____ Fax Number: _____ Mobile Number: _____

Tenant Information:
Company Name: _____ Contact Person: _____
Street Address: _____
Phone Number: _____ Fax Number: _____ Mobile Number: _____

Does your business involve the storage, sale or use of the following: (Check all that apply)

- | | | | |
|---|---|---|------------------------------------|
| ☐ Painting with flammables | ☐ Dry Cleaning Solvents | ☐ Flammable/Combustible liquids (10gallons or more) | ☐ Alcohol |
| ☐ Combustible Fibers | ☐ Dust producing process | ☐ Floor drains in building | ☐ Smoking |
| ☐ Cellulose Nitrate Film | ☐ Explosive / Ammunition | ☐ Food and/or beverage processing, storage, or sales | ☐ Fireworks |
| ☐ Compressed Gas | ☐ Recycling Waste | ☐ Food products | |
| ☐ Liquid Propane Gas | ☐ Magnesium | ☐ High piled stock (over 12' in height) | |
| ☐ Vehicle Repair Garage | ☐ Vehicles in Building | ☐ Poisonous or hazardous chemicals/acids | |
| ☐ Welding or Cutting | ☐ Woodworking | ☐ X-ray Development | |

**Provide chemical data sheet to the building Inspection Department listing the maximum quantity of all hazardous material.
List any material discharged into the drainage system, ground, or atmosphere: _____

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted, or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____
Print Name: _____

Date: _____

OFFICE USE ONLY

Approved by: _____
BV#: _____

Occupancy Type: _____
Occupancy Loaded: _____
Construction Type: _____
Fee: \$125.00 (\$95 + \$30 admin fee)

Certificate of Occupancy Inspection Information

NOTE: A BUILDING PERMIT is required for any alteration or construction work.

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application including the BMWV Release Authorization on page 3. Completed Fire and Life Safety Inspection Registration (separate application) form is also required along with commercial CO applications.
2. For Commercial Tenant CO (existing buildings), please provide the following additional documents:
 - Site plan
 - Floor Plan (if applicable)
 - Letter of Intent (if applicable)
 - A copy of the CO of the existing/shell building
 - Completed Fire and Life Safety inspection Request (separate application)
3. Submit application packets to
4. Pay applicable fees.
5. Request a Certificate of Occupancy inspection from Bureau Veritas. Phone:
(817) 335-8111 / Toll Free (877) 837-8775
Fax: (817) 335-8110 / Toll Free (817) 837-8859
6. Residential CO applicants are required to contact the City to schedule a landscaping installation inspection.
7. Post your approved permit application (Tape to door or window)
8. Have space or building open from the hours of 8:00 a.m. — 5:00p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

1. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electric panel, which services that space.
5. Missing circuit breaker or knockouts in electric panels and junction boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Added electrical fixtures and outlets must comply with the National Electric Code.
8. Hose bibs should have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be properly vented and installed.



City of Brookshire Certificate of Occupancy BMWD Release Authorization



City of Brookshire Building Code Amendment Section 10-63

The building code of the city is amended to read:

"The building official shall not issue a certificate of occupancy until an applicant complies with all applicable rules and regulations of the Brookshire Municipal Water District. An applicant for a certificate of occupancy shall submit an application stating that the applicant has complied with all applicable rules and regulations of the Brookshire Municipal Water District. Such affidavit shall be in a form prepared by the City and shall be attached to the application for the certificate of occupancy as a part thereof. **The affidavit shall be accompanied by written certificate from the Brookshire Municipal Water District that the applicant has in fact complied with its Rules and regulations. The affidavit shall be properly subscribed and sworn to before a notary public.**"

(Ord. No. 18-647-14, 9-6-2018)

Applicant and Location Requesting Certificate of Occupancy

(TO BE FILLED OUT BY APPLICANT)

Applicant: _____ Commercial or Residential
Please Print – Business Name (Commercial) or Property Owner (Residential) Circle One

Address of Applicant: _____
Certificate of Occupancy To Be Issues For This Address

Responsible Agent: _____ Contact#: () - _____
Please Print – Name of Responsible Agent If Commercial

BMWD Acknowledgement of Compliance

Upon review of the above _____ Certificate of Occupancy application, and other pertinent documentation,
Commercial or Residential

It is the determination of this Brookshire Municipal Water District that the applicant: _____
Name of Applicant

at _____ have complied with all applicable rules and regulations of the BMWD.
Applicant Address

BMWD Agent: _____ Title: _____ Signature: _____ Date: ____/____/____

Applicant Affidavit of Compliance

I, _____ as the Owner or Authorized Agent for the above-mentioned location, I hereby affirm that as
Please Print – Name of Owner or Authorized Agent

of today's date (____/____/____), the above location has been inspected by representatives of the City of Brookshire and the BMWD and have passed all applicable inspections and has been found to be in compliance with all applicable rules and regulations of the BMWD. By this statement, I confirm that this location is eligible to be issued a Certificate of Occupancy.

Owner / Agent: _____ Title: _____ Signature: _____ Date: ____/____/____

State of Texas

Notary Seal

County of _____

Sworn to and subscribed before me on the _____

Day of _____, 20____.