



Permit # _____

COMMERCIAL CHANGE OF USE / CHANGE OF OCCUPANCY APPLICATION

***Prior to the City issuing a Certificate of Occupancy, you must obtain approval to operate the septic system. It is recommended applicants first step is to contact LCRA (512-578-3216) about inspecting the current septic system.**

PROJECT INFORMATION

Project Physical Address	Zone Classification	Previous Business Type
Proposed Business Type	Proposed Business Name	

CONTACT INFO

Applicant's Name		Contact Number	Email	
Mailing Address		City	State	Zip
Property Owner's Name	Office Number	Cell Number	Email	
Mailing Address		City	State	Zip

DETAILS OF PROJECT

Is the structure to be enlarged?	NO ☐	YES ☐ – Attach required building permit
Is the building to be structurally altered?	NO ☐	YES ☐ – Must provide letter from design professional
Cosmetic interior work to be performed?	NO ☐	YES ☐ – Attach brief written description of work
Any electrical, plumbing or mechanical to be performed?	NO ☐	YES ☐ - provide contractor info and floorplan with details
Will you be serving food?	NO ☐	YES ☐ – Food Service Permit must be obtained prior to CO

ITEMS NEEDED FOR BUILDING FINAL AND CERTIFICATE OCCUPANCY

☐ Approved food service permit	☐ Permit to operate septic system from LCRA
☐ Fire Department approved final inspection	☐ \$125 Application fee
☐ All required inspections completed / approved	☐ Approval from TXDOT for F M 1431 properties

VERIFICATION AND SIGNATURES

	Initial
I understand prior to the issuance of a CO, I must obtain approval from LCRA to operate my On-Site Sewage Facility.	☐
I understand prior to the issuance of a CO, I must obtain approval from ESD 1 (Fire).	☐
I understand that occupying the property/opening to public prior to issuance of CO, may result in fines and application revoked.	☐
I understand the City of Jonestown is not a consulting service and may/will refer me to a design professional/licensed consultant.	☐
I understand that my permit will automatically be revoked after 180 days of inactivity without notification from the City.	☐
I understand the City may at any time require additional information.	☐

Signature of Applicant	Printed Name	Date
Signature of Property Owner	Printed Name	Date

DEFINITIONS:

Change of Occupancy: Change of Occupancy is when a property goes from one *occupant* to another *occupant*, but the basic requirements of the property remain the same. Examples would be "Office" to "Office" or "Toy Store" to "Sporting Goods" store. When considering a change of occupancy issues such as general safety, plumbing, and parking and traffic are considered. In order to obtain a Change of Occupancy permit, the proposed business must be zoned properly for the property.

Change of Use: Change of Use is when a property goes from one *use* to another *use* and the basic requirements of the property must be changed. Examples would be a "Hardware Store" to a "Laundry and Dry-Cleaning Facility", or a "Sporting Goods" to a "Restaurant". When considering a change of use, factors such as general safety, plumbing, and parking are considered. In order to obtain a Change of Use permit, the proposed business must be zoned properly for the property.

Official Use Only

Application received by: _____ Date: _____

City of Jonestown Building Department – 18649 FM 1431 – Suite 1A – PO Box 5023 – Jonestown, Texas 78645 – (512) 267-0359