



CITY OF BRIDGEPORT DEVELOPMENT SERVICES

APPLICATION FOR CERTIFICATE OF OCCUPANCY/ TEMPORARY UTILITY RELEASE

RES:_____ COM:_____ PLEASE PRINT LEGIBLY

Please Check: ☐ New Tenant ☐ Same business owner, new name ☐ Clean and show**
☐ Sub lease** ☐ Same business name, new owner ☐ Expanding lease space**
☐ Shell Building (no occupancy)** (**Indicates certificate of occupancy will not be issued)

Address of Structure

Name of Business Occupying Structure

Name of Business Owner

Business Owner's Phone Number

Business Owner's Address

Business Owner's E-mail

Type of Business

Anticipated Date of Opening

Texas Sales and Use Tax Number **(Certificate of Occupancy will not be issued without an Active permit in City limits)**

Owner of Building

Owner's Phone Number

Owner's Address

Note to Applicant: The "temporary utility release" is intended to provide an opportunity to clean and/or show a building or structure for lease or sale. The "temporary utility release" does not grant or imply permission to occupy or use a building or structure. The "temporary utility release" does not grant or imply permission to perform any alterations, repairs or remodel the building or structure or plumbing, mechanical or electrical systems. Such work requires separate permits approved and issued by the City of Bridgeport. The "temporary utility release" is valid for 180 days from the date it was issued and the utilities will be turned off unless renewed for another 180 days. The temporary utility account may not be transferred without a permanent certificate of occupancy requested and approved by the City. If in the opinion of the Building Official, unsafe conditions exist within the building or structure, or if there is evidence of work without permits, the utilities will not be connected until proper permits are issued and the unsafe condition is made safe.

Signature

Date

Office use only:

☐ Entered into Master Permit Log

PERMIT/CO NUMBER: _____

FEE \$ 25.00