

CERTIFICATE OF OCCUPANCY APPLICATION

CITY OF SOUTH HOUSTON

1018 DALLAS ST. SOUTH HOUSTON, TEXAS 77587

PHONE: 713-947-7700 ext. 106

Approved by:

PLEASE PRINT CLEARLY IN BLUE OR BLACK INK. COMPLETE ALL REQUESTED INFORMATION.

DATE APPLIED: _____ RECEIPT NO.: _____ PERMIT NO.: _____

APPLICANT NAME: _____ TDL NO.: _____ PHONE NO.: _____

NEW BUSINESS NAME: _____ PROPERTY ADDRESS: _____

BUSINESS PHONE NO.: _____ SQ. FT.: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____ ZONE: _____

PROPERTY OWNER: _____ PHONE NO.: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PREVIOUS USE: _____ TYPE OF CONSTR. _____ (BRICK, METAL, WOOD, ETC.)

PROPOSED USE (GIVE DESCRIPTION OF BUSINESS): _____

ARE CONSTRUCTION/MODIFICATIONS PROPOSED?: ☐ YES ☐ NO (IF YES, SUBMIT PLANS & SPECIFICATIONS FOR REMODELING)

NUMBER OF EXISTING PARKING SPACES: _____ NUMBER OF REQUIRED PARKING SPACES: _____

HAZARDOUS MATERIALS: ARE FLAMMABLE, COMBUSTABLE, OR OTHER HAZARDOUS MATERIALS TO BE STORED OR USED IN PROCESSING AT THIS FACILITY? ☐ YES ☐ NO (IF YES, SUPPLY CHEMICAL LIST BY NAME AND QUANTITIES)

PROJECTED DATE FOR OPENING BUSINESS: _____

APPLICANT SIGNATURE: _____ DATE: _____

- ALL INSPECTIONS WILL BE SCHEDULED BETWEEN THE HOURS OF 9:00 A.M. & 5:30 P.M.
- THE BUILDING **MUST** BE ACCESSIBLE FOR INSPECTIONS AT SUCH SCHEDULED TIME AND THE APPLICANT AND/OR REPRESENTATIVE OF THE APPLICANT **MUST** BE PRESENT.
- BUSINESS **CAN NOT** OPEN UNTIL ALL INSPECTIONS ARE PASSED.

FIRE MARSHALL NOTIFICATION: THE INSPECTION, MADE BY THE FIRE MARSHAL'S OFFICE SHALL BE MADE AS SOON AS POSSIBLE FROM THE CERTIFICATE OF OCCUPANCY PERMIT APPLICATION DATE.

HEALTH DEPARTMENT NOTIFICATION: FOOD ESTABLISHMENTS MUST SUBMIT PLANS & SPECIFICATIONS OR FLOOR PLAN LAYOUT WILL BE REQUIRED. HARRIS COUNTY HEALTH CERTIFICATE REQUIRED.

INSPECTIONS WILL BE REQUIRED BY THE FOLLOWING DEPARTMENTS:

BUILDING: _____

DATE: _____

ELECTRICAL: _____

DATE: _____

PLUMBING: _____

DATE: _____

CODE ENFORCEMENT: _____

SIC CODE: _____

FIRE MARSHAL: _____

DATE: _____

BUILDING OFFICIAL SIGNATURE: _____

DATE: _____

Along with application, please submit the following:

- Texas Drivers License
- Texas Sales & Use Tax Permit
- D. B. A.
- Lease Agreement

Note:

Application Fee: \$400
Ord. 2018-20 11-27-18
Reinspection Fee: \$35.00