

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, email Occupancy with the business address(es) and contact information. *You will need access to a scanner or fax and the ability to pay online by e-check or credit/debit card.*

About Us

The Occupancy Inspections section is part of the Department of Public Works & Engineering's 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

 houstonpermittingcenter.org

 facebook.com/COHPermits

 @COHPermits

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 original has been lost, you may request a duplicate copy of your CO from Occupancy Inspections.

When do I re-apply?

A Certificate of Occupancy (CO) is for the building/lease space and remains valid as long as the same type of business occurs at the location.

If the type of business being operated and/or the degree of hazard involved changes, the CO is void and re-application is necessary.

If your business relocates to another address, you will need to apply for a CO for that location.

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 <small>street no.</small>	STREET NAME <small>street name</small>	BLVD <small>street name</small>	A1 <small>suite</small>	 <small>lot</small>	 <small>block</small>
OCC REPORT/RETAIL-STORAGE-OFFICE-ETC./1200 SQFT <small>occupancy use</small>					N/A <small>occ. load</small>
 <small>subdivision</small>	001 <small>stories</small>	07-APR-2016 <small>date</small>	2 <small>type</small>	M <small>group</small>	B <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, CBO, MCP
Interim Building Official for the City of Houston