

CERTIFICATE OF OCCUPANCY

Once the certificate of occupancy has been approved/stamped it will automatically be emailed to the email address on the application submitted within 48 hours.

Please note: Certificates are not mailed.

BUILDING CODE ENFORCEMENT'S MISSION

Assuring safe and healthy living, recreational, and work environments for people throughout the City of Houston by efficiently administering the building's exceptional code and providing customer service.



CONTACT INFORMATION

INSPECTIONS

Occupancy/Life Safety..... 832-394-8880

PLAN REVIEW

Commercial..... 832-394-8810

One Stop..... 832-394-8820

OTHER IMPORTANT PHONE NUMBERS

Planning & Development..... 832-394-8849

Health Department..... 832-394-8848

Building Code Enforcement..... 832-394-9494

Automated Inspection Request

Line..... 713-222-9922

WEBSITES

Building Code Enforcement
<https://bit.ly/3p78ntZ>



Houston Permitting Center
houstonpermittingcenter.org



General Information
houstontx.gov/311/



Houston Public Works
houstonpublicworks.org/



CITY OF HOUSTON HOUSTON
PUBLIC WORKS BUILDING
CODE ENFORCEMENT

Occupancy Inspections for Existing Buildings Without Changes in Use

This guide provides the qualifications and submittal requirements for requesting a Certificate of Occupancy for existing buildings.

Occupancy Inspections
1002 Washington Avenue, Floor 1
Houston, TX 77002 (832)394-8880
Occupancy.Inspections@houstontx.gov
Office Hours 8 a.m. – 4:30 p.m.

OBTAINING A CERTIFICATE ON AN EXISTING BUILDING

The City of Houston Building Code requires that all buildings or structures, except single-family residences or U-Occupancies (as defined by the Building Code), have a valid Certificate of Occupancy for the use of the building, space, or portion thereof. This certificate is typically issued during construction, remodeling, or when a change of use occurs. If a building does not have a valid Certificate of Occupancy, the Occupancy Inspection Section of the Building Code Enforcement Branch manages the process.

WHEN IS A CERTIFICATE OF OCCUPANCY REQUIRED?

- All tenants/ owners of a commercial building or an individual lease space must have a valid Certificate of Occupancy (O.C.) NOTE: Multiple spaces or rooms may be contained under one tenancy without requiring a separate certificate.
- A C.O. must be obtained before a commercial building or an individual lease space within a commercial building is occupied.
- If the C.O. cannot be located for an existing building or lease space (and the space has not been modified), a duplicate C.O. must be obtained.
- When an existing occupancy classification is changed, plans and permits must be approved to obtain a new C.O. for the new use or occupancy. See also the Live/Work and Minor Change of Use (Form CE-1277 and CE-1276, respectively) brochures for additional options for limited occupancies.

APPLICATION PROCESS

To apply for a Certificate of Occupancy for an existing building or lease space, the applicant must email application (CE1045A OR 1045B) to Occupancy.Inspections@houstontx.gov or walk-in at Houston Permitting Center located at 1002 Washington Avenue, Houston, TX 77002 and submit the required documents.



- Application for Occupancy Compliance Inspection (Form CE-1045)
- Declaration in Support of Application for City of Houston Building Permit
- Current Texas State or U.S. photo Identification.
- If the application is for a new business, then the new business name must be provided.
- The complete business address.
- The business telephone number.
- The approximate square footage and number of floors.
- If multiple buildings are located on the same property, a site map must be provided showing the number of buildings and number of units per building.
- Note: For apartments, the site plan must indicate the number of buildings and the number of apartment units per building.
- The present or proposed and the previous (if known) type of business.
- Inspection fees may be paid in the form of cash, personal check, cashier's check, money order, or credit card.

INSPECTION PROCESS

The applicant will be provided with the date of the inspection.

- 1 A team of inspectors will visit the site and make a note of any code discrepancies.
- 2 The building will be inspected under the code edition year in which it was built along with the minimum requirements of the Life Safety Appendix of the current Building Code if constructed prior to 1986 or occupied.
- 3 A report will be generated and can be accessed within 24 hours via houstononlinepermittingcenter.org. The report will indicate the type of corrections (structural, electrical, mechanical, or plumbing) and if any separate building permits, as identified in #4, are required before making the corrections.
- 4 The applicant will have 180 days to obtain the required permits and complete the corrections. The owner or owner's agent may obtain the structural permit when required. Electrical, Mechanical, and/or Plumbing building permits may only be obtained by a licensed contractor.
- 5 Only the licensed contractor or person who holds the permit may call for inspections for work performed under that permit.
- 6 Once all repairs have been made and the final inspections approved, the Certificate of Occupancy will automatically be emailed to the email address on the application.