

# 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: credit/debit or electronic check

*All applications are electronic. Email completed applications to [occupancy.inspections@houstontx.gov](mailto:occupancy.inspections@houstontx.gov).*


## 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

 [occupancy.inspections@houstontx.gov](mailto:occupancy.inspections@houstontx.gov)

 [houstonpermittingcenter.org](http://houstonpermittingcenter.org)

 [facebook.com/COHPermits](https://facebook.com/COHPermits)

 @COHPermits

## Where do I post the 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: TEST FOR ILMS VERSION 6.03

This Certificate of Occupancy must be posted in a conspicuous place on the premises and authorizes the Building(s) or Structure(s) to be occupied at:

911	WASHINGTON	AVE	6.03		
Street no.	Street name		Suite	Lot	Block

NC/OCC REPORT/APT/1 BLD/70 CODE	N/A
Occupancy Use	Occ. Load

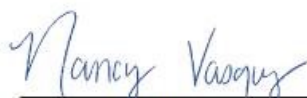
	000	10-APR-2021			
Subdivision	Stories	Date	Type	Group	Rating

The work listed hereon has been duly inspected and found to comply with City of Houston Building Code requirements for the occupancy group and use shown. This certificate covers ONLY the work described above.

### NOTICE

The building official is authorized to, in writing, suspend or revoke a certificate issued under the provisions of the Building Code as per section 105.6. Alterations without the required permits and inspections may, as per section 105.1 of the Building Code, invalidate this certificate.

THIS CERTIFICATE DOES NOT CERTIFY COMPLIANCE WITH THE 'AMERICAN WITH DISABILITIES' ACT.



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For Mark Savasta, CFM, CBO, MCP  
Building Official for the City of Houston