

# CERTIFICATE OF OCCUPANCY

The Certificate of Occupancy will be issued after all corrections have been made and final inspections are approved. The Certificate of Occupancy will be automatically emailed to the email address on file once finalized.

**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](https://houstonpermittingcenter.org)



General Information  
[houstontx.gov/311/](https://houstontx.gov/311/)



Houston Public Works  
[houstonpublicworks.org/](https://houstonpublicworks.org/)



**CITY OF HOUSTON HOUSTON  
PUBLIC WORKS BUILDING  
CODE ENFORCEMENT**

# Live-Work Program

*This guide provides an overview of the qualifications and submittal requirements for projects that wish to establish a Live-Work unit through the Occupancy Inspection Section.*

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

## LIVE-WORK UNIT

### WHAT IS A LIVE-WORK UNIT?



A Live-Work unit is a dwelling or sleeping unit in which a significant portion of the space includes a non-residential use that is operated by the tenant.

### LIMITATIONS & RULES

- The live/work unit shall not exceed 3,000 square feet in area.
- The non-residential area shall not to exceed 50% of the dwelling unit.
- The non-residential area function shall be limited to the first or main floor only of the live/work unit.
- Not more than 5 non-residential workers or employees are allowed to occupy the non-residential area at one time.
- A Floor plan with accurate dimensions must be provided that will identify the residential and business areas.
- A site plan or a legal survey shall be provided with accurate dimensions and shall reflect the proper parking requirements for the live/work use.

### LIMITATIONS & RULES (Continued)

- The non-residential area shall be provided with the minimum plumbing facilities as specified in Chapter 29 of the IBC, based on the function of the non-residential area.
- Non-residential uses that would otherwise be classified as either Group H or S occupancy shall not be permitted in a live/work unit.

## APPLICATION PROCESS

To apply for a live-work permit, email your application to

Occupancy.Inspections@houstontx.gov. You may also visit us with the required documents at 1002 Washington Avenue. Houston, TX 77002.

- Application for Occupancy Compliance Inspection (Form CE-1045B)
- Declaration in Support of Application for City of Houston Building Permit
- Approved parking requirements from the Development Services (Planning) Department
- Approved floor plan with the following information:
  - Page size limited to 8 ½ " x 11" or 11" x 17"
  - Proposed Occupancy
  - Dimensions for all areas; identify the residential and business areas.
  - Exit doors with direction of swing
  - Kitchens, bathrooms, storage areas
  - Offices, warehouse

After the submittal package is received, the Building Code Enforcement staff will review the request and determine if it qualifies for a Live-Work inspection and an inspection will be scheduled.

## INSPECTION PROCESS

The applicant will be notified once the request is approved, at which point the fees will be determined. The applicant may choose to pay either through our online process or in person.

- 1 A team of inspectors will visit the site and make a note of any code discrepancies.
- 2 A report will be generated. A guide on how to access the report and link will be emailed to you within two business days. The report will indicate the type of corrections needed (structural, electrical, mechanical, or plumbing) and if any building permits are required before making the corrections.
- 3 The required permits will need to be obtained. The owner or owner's agent may obtain the structural building permit if required. Electrical, Mechanical, and/or Plumbing building permits may only be obtained by a licensed contractor.
- 4 Only the licensed contractor or person who holds the permit may call for inspections for work performed under that permit.