

To apply for a Certificate of Occupancy Team Inspection

1. The business must be set up for the intended use prior to the inspection. Inventory or product is not required.
2. Return a completed APPLICATION and DECLARATION to Occupancy.Inspections@houstontx.gov as an PDF attachment. After we research the propose address and it is confirmed that the occupancy section will do your inspection, we will proceed with processing the application for the qualified inspection.
3. Each building will need a separate application, excluding apartment complexes. If your application(s)/declaration is not completely fill-out, you will be advised to resend the finished application to avoid any delays.
4. **All apartments**, please submit a site map outlining all buildings (including free standing buildings), and number of unit(s).
5. Some of the declaration information can be located at www.hcad.org. Provided for your use is a guide to help with filling out the declaration.
6. Once application is received and processed, you will receive a link on “How-To Pay”.
7. Please note that payment is required within 2 hours after you receive the link. If payment is not received your application will be voided.
8. Please send a confirmation email that payment is made to occupancy.inspection@houstontx.gov.
9. Once payment has been confirmed, you will receive your inspection date via email.
10. To provide you with an estimated time of the inspection on the morning of your inspection date, a cell phone number must be provided to receive a text message.
11. Once you receive your final approval for your project, email ccco.print@houstontx.gov to request printing the certificate. When the certificate is printed an appointment time, and date will be emailed to you. If you have not received a response within 48 hours after requesting it, email or call 832.394.8880.

*****A mask, copy of the appointment email, and ID is required to pick up certificate*****