

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 to Occupancy.Inspections@houstontx.gov as an PDF attachment. After we research the history for the address and it is confirmed that the occupancy section is able to perform your inspection, we will proceed with processing the application for the qualified inspection. ***Note: If you are applying for a “Live-Work” or “Residential Facility”, you will be required to complete the declaration page when submitting your application. Some information for the declaration page is located at www.hcad.org.*
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. Once application is received and processed, you will receive a link on “How-To Pay”.
6. Please note that payment is required within 5 calendar days after you receive the link. If payment is not received your application will be voided.
7. Please send a confirmation email that payment is made to occupancy.inspection@houstontx.gov.
8. Once payment has been confirmed, you will receive your inspection date via email.
9. 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.
10. Once you receive your final approval for your project, email cocc.print@houstontx.gov to request the certificate. The link for the certificate will be emailed to the applicant’s email on record.