

Email Application to Occupancy.Inspections@houstontx.gov

(Please Print)

Business Name on Certificate: _____

Address of Business: _____

Building or Space No. (If Applicable): _____ Zip Code: _____ Total No. of Floors: _____

Number of Apartment Buildings and Units: _____ / _____ Cell Number: _____

Description of Usage of the Building or Space: _____

Total Square Feet: _____

Mailing Address If Different Than Above	Name _____
	Address _____
	City/State/Zip _____
	Email _____

Applicant Signature _____

I hereby declare the above information is correct.

Please Complete the Deed Restriction Unsworn Declaration

FEE SCHEDULE

Certificate of Compliance		\$529.75
(Additional Floors Including Basement Levels)	Per Floor	\$132.44
Each Additional sq. ft. above 10,000 sq. ft. maximum of 200,000 sq. ft.		\$ 00.01
Residential Multi-Family Buildings/Per Contiguous Project	(1 To 30 Units)	\$529.75
	(Each Additional Dwelling Unit)	\$ 13.24
Duplicate Certificate (Life Safety/Occupancy)		\$ 92.71
Certificate Name Change Only		\$ 92.71
Certificate for individual retail or office spaces less than 3,000 square feet in multi-tenant buildings		\$264.88
Investigation fee (if warranted)		\$328.84
Certificate of Occupancy Fee (Effective 04/01/2022 on all applications)		\$ 92.71

Administrative Fee of \$33.10 per Application Not Included

FOR OFFICE USE ONLY

Date _____	Processed By _____
Project Number _____	Date of Inspection _____
E-Pay Number _____	Sector & Team _____

**City of Houston
Occupancy Inspections Section
P.O. Box 2688
Houston, TX 77252-2688**

BUILDING CODE ENFORCEMENT
DECLARATION IN SUPPORT OF APPLICATION
FOR CITY OF HOUSTON BUILDING PERMIT
(For Use by Corporate or Other Business Entity Owners)

IPERMITS APPLICATION # _____

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

“My name is _____ (first, middle, and last name), my date of birth is _____, and my address is _____ (street, city, state, zip code) and _____ (country). I am over the age of eighteen and legally competent to make this Declaration. This Declaration will be submitted to the City of Houston, Texas (the “City”) as part of the Application for a Building Permit for a project (the “Project”) located or to be located in the

_____ Subdivision, Tract or Reserve _____, Block No. _____, Lot No. _____ (the “Land”). The physical mailing address of the Land is _____, Texas _____.

(Street Address)

(City)

(Zip Code)

The OWNER of the Land is _____, which is a

(Business Entity Owner Name)

_____ (the “Owner”). I hold the position of

(Type of Entity, i.e. Texas Corporation, LLC, LP, etc.)

_____ with and for the Owner, and I am an “Associate” of the Owner

(Title of Position)

as that term is defined in the Texas Business Organizations Code, Section 1.002(2)(A)(i). I am authorized to sign this Declaration on behalf of the Owner. I understand this Declaration is binding on the Owner.

I am personally familiar with any deed restrictions associated with the Land. I understand, for the purposes of the Application, the term ‘Deed Restriction’ means any and every restriction or covenant contained in (or incorporated by reference into) a plan, plat, replat, deed, or any other publicly recorded document that limits or affects the use of the Land in any way. I understand copies of the Deed Restrictions, if any, are available for review at the office of the Clerk of the County in which the Land is located. I have reviewed the Deed Restrictions and **the Project does not violate the Deed Restrictions, if any, that apply to the Land.**

I have personal knowledge of the statements made in the Application and every fact stated herein. None of the statements in the Application are misleading or false and every fact stated herein is true and correct. I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state, or federal laws or regulations. To the extent that this Declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the Application and this Declaration and that I am authorized to execute this Declaration.

I understand and agree that if any fact stated in this Declaration is false, the City may void any permit(s) issued by the City for the Project or the Land, and the City may order the Owner or its successor, or may order me, to remove all or part of the Project at the Owner’s and/or my expense.

I declare under penalty of perjury that the foregoing is true and correct.”

Executed in _____ County, State of _____, on the ____ day of _____ (month), _____ (year).

OWNER

Business Entity: _____

Signature: _____

Name (print): _____

Title (print): _____