

Email Application to [Occupancy.Inspections@houstontx.gov](mailto: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: \_\_\_\_\_

Applicant's Full Name \_\_\_\_\_

Applicant's Home Address \_Address of person signing the application\_\_\_\_\_

Applicant's Home City/State/Zip \_\_(\_ City, State, &amp; Zip of person signing the application )\_\_\_\_\_

Applicant's Email \_\_\_(Email Address of person signing application- The certificate link will be sent to this email address)\_\_\_\_\_

Applicant Signature \_\_\_\_\_

*I hereby declare the above information is correct***FEE SCHEDULE**

Certificate of Compliance		\$501.29
(Additional Floors Including Basement Levels)	Per Floor	\$125.32
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)	\$501.29
	(Each Additional Dwelling Unit)	\$ 12.53
Duplicate Certificate (Life Safety/Occupancy)		\$ 87.72
Certificate Name Change Only		\$ 87.72
Certificate for individual retail or office spaces less than 3,000 square feet in multi-tenant buildings		\$250.65
Investigation fee (if warranted)		\$ 311.18
Certificate of Occupancy Fee (Effective 04/01/2023 on all applications)		\$ 87.72

**Administrative Fee of \$31.32 per Application Not Included****FOR OFFICE USE ONLY**

Date \_\_\_\_\_

Processed By \_\_\_\_\_

Project Number \_\_\_\_\_

Date of Inspection \_\_\_\_\_

E-Pay Number \_\_\_\_\_

Sector &amp; Team \_\_\_\_\_

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