



**BUILDING CODE ENFORCEMENT
APPLICATION FOR OCCUPANCY,
COMPLIANCE INSPECTION**

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 _____

Applicant's Full Name _____

Applicant's Address _____

Applicant's City, State, & Zip _____

Applicant's Email _____

Applicant Signature _____

I hereby declare the above information is correct

FEE SCHEDULE

Certificate of Occupancy Inspection		\$488.29
(Additional Floors Including Basement Levels)	Per Floor	\$122.07
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)	\$488.29
	(Each Additional Dwelling Unit)	\$ 12.20
Duplicate Certificate of Occupancy		\$ 85.45
Name Change Certificate of Occupancy		\$ 85.45
Certificate for individual retail or administration office spaces less than 3,000 square feet in multi-tenant buildings		\$244.14
Investigation fee (if warranted)		\$ 303.11
Certificate of Occupancy Fee (Effective 4/1/2022 on all applications)		\$ 85.45

Administrative Fee of \$30.51 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**