

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 \_\_\_\_\_

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 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**

**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): \_\_\_\_\_