

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

**Applicant's Home City/State/Zip:** \_\_\_\_\_

**Applicant's Email:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

*I hereby declare the above information is correct.*

**FEE SCHEDULE**

Certificate of Compliance		\$514.64
(Additional Floors Including Basement Levels)	Per Floor	\$128.66
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)	\$514.64
	(Each Additional Dwelling Unit)	\$ 12.86
Duplicate Certificate (Life Safety/Occupancy)		\$ 90.06
Certificate Name Change Only		\$ 90.06
Certificate for individual retail or office spaces less than 3,000 square feet in multi-tenant buildings		\$257.32
Investigation fee (if warranted)		\$319.46
Certificate of Occupancy Fee (Effective 04/01/2022 on all applications)		\$ 90.06

**Administrative Fee of \$32.16 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**