

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   |                                 | \$475.62  |
| (Additional Floors Including Basement Levels)   | Per Floor                       | \$118.91  |
| 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)                 | \$475.62  |
|   | (Each Additional Dwelling Unit) | \$ 11.89  |
| Duplicate Certificate of Occupancy  |                                 | \$ 83.23  |
| Name Change Certificate of Occupancy  |                                 | \$ 83.23  |
| Certificate for individual retail or administration office spaces less than 3,000 square feet in multi-tenant buildings |                                 | \$237.81  |
| Investigation fee (if warranted)  |                                 | \$ 295.24 |

**Administrative Fee of \$29.72 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**

PROJECT # (assigned by City): \_\_\_\_\_

DECLARATION IN SUPPORT OF APPLICATION FOR CITY OF HOUSTON  
BUILDING PERMIT

(For Use by Corporate or Other Business Entity Owners)

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS §

“My name is \_\_\_\_\_ and my address is \_\_\_\_\_  
(First, Middle, Last)

\_\_\_\_\_. I am over the age of eighteen and I am legally competent to make this Declaration. I have personal knowledge of every fact stated herein and every fact stated herein is true and correct. 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, Block No. \_\_\_\_\_, Lot No. \_\_\_\_\_ (the ‘Land’). The physical mailing address of the Land is \_\_\_\_\_, \_\_\_\_\_ Texas \_\_\_\_\_.

The OWNER of the Land is \_\_\_\_\_, which is a \_\_\_\_\_ My position with \_\_\_\_\_ (Type of entity. i.e. Texas Corporation) is that of \_\_\_\_\_, as such, I am an authorized representative and, as such, authorized to execute this Declaration on the Owner’s behalf. I understand this Declaration is binding on the Owner.

I also understand, for the purposes of this 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 further 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. **The Project does not violate the Deed Restrictions, if any, that apply to the Land.**

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, and the City may order the Owner or its successor to remove all or part of the Project at my or our own expense.

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

Executed in \_\_\_\_\_ County, State of Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant Signature  
Authorized Representative of \_\_\_\_\_”