

Date: _____

 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 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		\$537.12
(Additional Floors Including Basement Levels)	Per Floor	\$134.28
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)	\$537.12
	(Each Additional Dwelling Unit)	\$ 13.42
Duplicate Certificate (Life Safety/Occupancy)		\$ 94.00
Certificate Name Change Only		\$ 94.00
Certificate for individual retail or office spaces less than 3,000 square feet in multi-tenant buildings		\$268.56
Investigation fee (if warranted)		\$333.42
Certificate of Occupancy Fee (Effective 04/01/2022 on all applications)		\$ 94.00

Administrative Fee of \$33.56 per Application Not Included
FOR OFFICE USE ONLY

Project Number _____

Processed By _____

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

