



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

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 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**