

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		\$501.29
(Additional Floors Including Basement Levels)	Per Floor	\$125.32
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)	\$501.29
	(Each Additional Dwelling Unit)	\$ 12.53
Duplicate Certificate (Life Safety/Occupancy)		\$ 87.72
Certificate Name Change Only		\$ 87.72
Certificate for individual retail or office spaces less than 3,000 square feet in multi-tenant buildings		\$250.65
Investigation fee (if warranted)		\$ 311.18
Certificate of Occupancy Fee (Effective 04/01/2022 on all applications)		\$ 87.72

Administrative Fee of \$31.32 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**