



CITY OF CONROE
 COMMUNITY DEVELOPMENT
 (936) 522-3610

CERTIFICATE OF OCCUPANCY

In accordance with the International Building Code and the City of Conroe Code of Ordinances, no building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure shall be made until the Building Official has issued a certificate of occupancy. The certificate should be posted in a conspicuous location inside the building or should be filed where it is readily available to City Officials upon inspection of the premises. A Certificate of Occupancy expires when any of the following conditions exist:

- (1) There is a change in use or occupancy affecting all or any portion of the building. **Note: A change of occupancy may require a building permit as parking, building height and areas, and other factors may be effected by the new occupancy;**
- (2) There is commenced without a permit any alteration, repair or addition to the building for which a building permit is required; or
- (3) There is a change in ownership of a building, other than a one-family or two-family dwelling to which the residential building code applies.

If you are a business with an expired certificate of occupancy, or if you are an existing business that does not have a valid certificate of occupancy, please follow the steps below to obtain a new certificate.

- (1) Complete the attached form and submit it to the Building Permit Office at City hall along with the required fee of \$50. Upon your submittal, a Building Inspector and Fire Inspector will be dispatched to the premises to conduct an inspection of life and property safety issues; if your business is part of a random Fire Department inspection, the fire inspector may already have visited the premises; In this case, only a Building Inspector will be dispatched.
- (2) Any deficiencies that are discovered will be noted to you on a form from each inspector. A sufficient time frame shall be given to correct the deficiencies unless an immediate eminent danger exists that threatens the public health or safety; in this case, the Building Inspector or Fire Inspector will take steps to immediately eliminate the threat to public health and safety. If permits are required to perform the required corrections, you will be notified. If no deficiencies from both inspectors are noted, your certificate will be sent to you via your preference of either: US Mail, Email, Fax, or you may pick up an original at the Permit Office.
- (3) After securing any required permits, and making all of the necessary corrections, contact the Building Inspection division for a re-inspection of the premises. Again, a Fire Inspector and Building Inspector will be dispatched to the premises. Upon verification that the business is safe to occupy, each inspector will issue a compliance notification and you may obtain your certificate as noted above.

BUILDING LOCATION/INFORMATION

Owner of Building:		Square Footage of Building/Space:	
911 Assigned Address:			
Subdivision:	Lot:	Blk:	Sec:

BUSINESS OWNER INFORMATION

Name:		Phone:	Fax:
Business Name:			
Address:		Email:	

GENERAL INFORMATION

Please check the appropriate box:

- Existing building without a C of O
- Existing building change of occupancy classification

- Existing building change of ownership
- Other, please explain:

Please describe in detail the previous use of building:

Please describe in detail the proposed use of building:

City of Conroe Code of Ordinances Chapter 26, Article VI prohibits smoking in enclosed public places and places of employment. "No Smoking" signs or the international "No Smoking" symbol (a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be clearly and conspicuously posted in every public place where smoking is prohibited. The owner, operator, manager or other person in control of the premises shall be responsible for posting the required signs. **No new certificate of occupancy for a building containing an enclosed public place may be issued until signs meeting the requirements of Sec. 26-157 of the Conroe Code of Ordinances, have been posted.**

The undersigned [] Owner / [] Agent / [] Contractor / [] Architect of this building, has read all the information contained in this application, agrees to conform to all applicable laws of the Jurisdiction, and certifies that the information provided herein is true and correct.

Signature of Applicant

Application Date

Phone Number

Printed Name

Contact Email

How do you prefer to receive correspondence?

- Mail
- Fax
- Email
- Pick-Up

OFFICE USE ONLY

Received By:

Application #:

Notes:
