



CITY OF CONROE
COMMUNITY DEVELOPMENT
(936) 522-3610

**APPLICATION FOR
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:

