



# CERTIFICATE OF OCCUPANCY

## General Information

Community Development  
Services Department  
108 Second Street, Pleasanton,  
Texas 78064  
(830) 569-3867

### **WHEN IS A CERTIFICATE OF OCCUPANCY (C of O) REQUIRED?**

If you are a new tenant/owner of an existing business, changing the name of your business or changing the use of your building, records must be updated with the city to provide the best service to you in the future. In addition, this is the appropriate time for city inspectors to provide you with a general life safety inspection of your occupancy to ensure you have the minimum provision for light, heat, ventilation, sanitation, and egress of your business. If you are making changes to building elements (example: wall construction, equipment installation), a Certificate of Occupancy Application does not apply to your project. You must submit a 'Commercial Building Permit Application' and that permit will conclude with a Certificate of Occupancy.

### **HOW DO I GET A "C of O"?**

A building review to determine the "Occupancy Use" and to verify if any of the following are needed such as but not limited to: an accessibility route, parking spaces, ADA parking, fire alarm system, fire alarm sprinklers, fire detection system, backflow devices, portable fire extinguishers, 911 address, emergency lighting, means of egress, exit lights, and to verify there are no life safety hazards such as but not limited to: exposed electrical wires, cross connection, compromised structure, adequate sewer and potable water.

If required, submit a Food Establishment Application and all required documents for health such as but not limited to Food Manager Certificate, Food Handler Certificate/s, Pest Control Contract,

An application shall be submitted with permit fees.

The city needs to know if you have the right to occupy the building. This can be completed by providing a signed lease agreement or a recorded deed if you have purchased the property.

If your power/gas is not turned on then you will be required to get an Electrical Release and/or Gas Release inspection by Building Inspections and service turned on before you can request any additional inspections. A Health Final inspection is required and must be completed as well.

### **IS AN INSPECTION REQUIRED BEFORE I CAN OPEN MY BUSINESS?**

Yes. You must obtain an inspection by the Building Inspector and Fire Marshal, as well as the Health Inspector (if the business is a food establishment.) Your request for an inspection can be scheduled within one to two business days provided your application has been submitted and applicable fees are paid.

### **HOW LONG DOES IT TAKE TO GET A "C of O"?**

This depends on the results of the inspection and whether there are any code violations or life safety issues that need correcting prior to occupancy. It also depends on the extent of any repairs or remodeling of the building if applicable.

### **WHAT IS THE COST OF A "C of O"?**

Please refer to the current Certificate of Occupancy application. If additional permits are needed for work, other fees may apply.

### **IS A "C of O" REQUIRED IF THE NAME OR OWNERSHIP OF A BUSINESS IS CHANGED?**

Yes. A change in tenant, or the name/ownership of the business requires a new "C of O" application.

### **CAN I OCCUPY THE BUSINESS BEFORE I OBTAIN THE "C of O"?**

No. An approved "C of O" is required prior to any occupancy or use of the building location. It may be possible for inspectors to authorize a temporary "C of O" at their discretion and on a case-by-case basis following the inspection process. Consideration must be given to life, health, and safety as well as compliance with application and requirements.



# CERTIFICATE OF OCCUPANCY APPLICATION

(PLEASE PRINT OR TYPE ALL INFORMATION)

Community Development Services Department  
108 Second Street, Pleasanton, Texas 78064  
(830) 569-3867  
[permits@pleasantontx.gov](mailto:permits@pleasantontx.gov)

[www.pleasantontx.org](http://www.pleasantontx.org)

This application is to allow occupancy to a specified space to conduct business. Any alterations will require a separate permit to be submitted in conjunction with this application. Your Tax ID# is the responsibility of the business owner. Contact the State Comptroller's Office at <http://www.window.state.tx.us/>. For Certificate of Occupancy Inspection (830) 569-3867 or email us at [permits@pleasantontx.gov](mailto:permits@pleasantontx.gov)

### CERTIFICATE OF OCCUPANCY LOCATION:

Address: \_\_\_\_\_ Suite: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

<b>C of O Fee: \$100</b> <b>+ Admin Fee</b> <b>+ Tech Fee</b>	<b>Temporary C of O Fee (up to 5000sq ft.): \$125</b> <b>Temporary C of O Fee (over 5001sq ft.): \$250</b> <b>+ Admin Fee + Tech Fee</b>	<b>Square Footage:</b> _____
---	--	---------------------------------

### APPLICANT INFO:

Business Name: \_\_\_\_\_  
 Bus. Owner: \_\_\_\_\_  
 Mgr./Agent: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### PROPERTY OWNER / MGMT INFO:

Property Owner/ Mgr. Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Mail Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### CHOOSE ONE OF THE FOLLOWING:

- New Building*     *Addition*     *Change Name of Business*  
 *Change of Tenant*     *New Tenant Finish Out (TFO)*     *Change Owner of Business*     *Change of Use*

### Does your business have: (Check all that apply)

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Alcoholic Beverages                       | <input type="checkbox"/> Explosives or Ammunition                           | <input type="checkbox"/> CBD Sales or Storage   | <input type="checkbox"/> Hazardous Chemicals    |
| <input type="checkbox"/> Flammable or Combustible Material/Solvent | <input type="checkbox"/> Vehicle Repair or Garage                           | <input type="checkbox"/> Food Products          | <input type="checkbox"/> Dust Producing Process |
| <input type="checkbox"/> Fire Sprinkler System                     | <input type="checkbox"/> Food and/or Beverage Processing (storage or sales) | <input type="checkbox"/> Welding and/or Cutting | <input type="checkbox"/> Fireworks              |
| <input type="checkbox"/> Fire Alarm System                         | <input type="checkbox"/> RV Park  | <input type="checkbox"/> Liquid Propane Gas     | <input type="checkbox"/> Recycling Waste        |
| <input type="checkbox"/> Ansel System                              | <input type="checkbox"/> Manufacturer Home Park                             | <input type="checkbox"/> Storage over 12' high  | <input type="checkbox"/> Septic                 |
|  |   | <input type="checkbox"/> Outside Storage        | <input type="checkbox"/> Other _____            |

\*\*Provide Chemical Data Sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials.\*\*

**NOTICE:** I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the use of this property will be complied with whether specified herein or not. The granting of a Certificate of Occupancy does not presume to give authority to violate or cancel the provisions of any other State or local law regulating the use of this property.

Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

### \*\*\*OFFICE USE ONLY\*\*\*

Application # \_\_\_\_\_ Total Square Footage: \_\_\_\_\_  Floor Plan Attached

On-Site Sign:  YES  NO    Health Inspection Required:  YES  NO    IBC Group: \_\_\_\_\_

Approved:  YES  NO    Reviewed by: \_\_\_\_\_    Date: \_\_\_\_\_