



Application for Commercial Certificate of Occupancy

**Inspection fees will only be collected from the Property Owner or the Property Manager.
Please contact Town Hall once this form has been submitted.**

1. **Property Address:** _____ **Newly constructed:** Yes No
2. **Property Owner(s) Name:** _____
- Direct Phone: _____ Email: _____
- Physical Mailing Address: _____
- City: _____ State: _____ Zip: _____

If Property Owner is a business, list the Texas Registered Agent:

Name: _____

Direct Phone: _____

Physical Mailing Address: _____

City: _____ State: _____ Zip: _____

3. **Property Manager:** _____
- Direct Phone: _____ Extension: _____ Email: _____
- Physical Mailing Address: _____
- City: _____ State: _____ Zip: _____

4. **Tenant(s)/Occupant(s):** _____
- Phone: _____ Email: _____

5. **Who will be occupying the property?** Owner Tenant Vacant

6. **Proposed date of Occupancy/Use:** _____

7. **Type of business to be conducted:** _____

8. **Whose name is to be on the CoServ account?** Owner Manager Tenant

9. **Person to be contacted for inspection:** _____ Direct
Phone: _____ Extension: _____ Lockbox Code: _____



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The following are the most common issues that may result in a failed inspection:

- Exposed bare electrical wiring, including wall receptacle cover plates
- Missing or inoperable smoke detectors/carbon monoxide detectors
- Broken windows
- Missing stairway handrail
- Open panel slots on breaker box
- Missing pop off valve on water heater
- Missing or disconnected grounding rod
- Defective GFCI plugs
- Missing dead front cover on A/C
- Tall grass

For the application to be considered complete the following applicable items are required:

- Proof of ownership
- Management agreement
- Lease agreement
- Notarized Letter of Authorization
- Property owner’s driver license
- Property manager’s driver license
- Occupants’ driver license
- Additional documentation as needed

Applicant acknowledges and agrees that no tenant(s)/occupant(s) are permitted to occupy the property until a final Certificate of Occupancy Permit has been issued. Failure to obtain a permanent Commercial Certificate of Occupancy prior to tenant(s)/occupant(s) occupying the property may result in a citation being issued to the applicant herein.

This application MUST be filled out completely, legibly, and correctly or it will NOT be accepted.

For the application to be considered complete a copy of the applicant’s Driver License and proof of ownership must be submitted. If the applicant works for a management company a copy of their Driver License, business card, and management agreement between the property owner and the management company along with proof of ownership must also be provided. If a tenant is occupying a copy of the rental agreement must be submitted.

Signature: _____

Printed Name of Signatory: _____

Title: (circle one) Property Owner / Property Manager

Date: _____