



# CITY OF CONROE

## APPLICATION FOR CERTIFICATE OF OCCUPANCY

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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. **This form should only be used for existing buildings where there is:**

- 1) **A change in ownership; or**
- 2) **A change in tenants where the new tenant is using the building for the same or similar previous use; or**
- 3) **Where the building did not previously have a certificate of occupancy.**

**DO NOT USE THIS FORM IF THERE IS A CHANGE IN USE OR OCCUPANCY CLASSIFICATION. A CHANGE IN USE OR OCCUPANCY CLASSIFICATION REQUIRES A COMMERCIAL BUILDING PERMIT. A few examples of change in use would be i) retail space to restaurant, or ii) office space to place of worship, or iii) residence to office space. If you are not sure please ask before filling out this application.**

Please follow the steps below to obtain a new Certificate of Occupancy.

(1) Complete this form and submit it to the Building Permit Office at City hall along with the required fee of \$50. A plan reviewer will verify that a building permit is not required and upon that verification your application will be approved allowing you to request your inspections. **You must contact our office and request a Building Occupancy Inspection.** Upon your request, a Building Inspector will be dispatched the following day to the premises to conduct an inspection of life and property safety issues.

(2) Any deficiencies that are discovered will be noted to you on a form from the 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.

(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. Once the Building Inspector has approved the corrections The Permit Department will notify the Fire Department and they will coordinate directly with you to schedule a final walkthrough to check compliance with Fire Codes. Upon the final approval from the Fire Department, your Certificate of Occupancy will be issued.

BUILDING INFORMATION	
911 Assigned address:	
Square Footage of Building or Space:	
BUSINESS OWNER INFORMATION	
Business name:	
Business owner name:	
Business owner address:	
Email:	Phone:

BUILDING OWNER INFORMATION	
Building owner name:	
Building owner address:	
Building owner email:	Phone:

GENERAL INFORMATION	
Please check the appropriate box: <input type="checkbox"/> Existing building without a certificate of occupancy <input type="checkbox"/> Existing building change of ownership or tenancy	<input type="checkbox"/> Other, please explain: <hr/> <hr/>
Please describe in detail the previous business name and 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. 26-156(a) of the Conroe Code of Ordinances have been posted.**

The undersigned  Owner/  Agent/  Contractor/  Architect of this building, has read all of 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.

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Signature of Applicant Application Date Phone (if not listed above)

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Printed Name Contact E-Mail (if not listed above)

How do you prefer to receive correspondence?  (Mail)  (E-Mail)  (Pick-up).