

DATE: _____



Certificate of Occupancy Application

A Certificate of Occupancy is required for the following:

- A new commercial building and/or structure
- A new owner for an existing building, structure, or business
- A new use, tenant, or occupancy in an existing building, structure, or tenant space
- A remodeled, altered, or expanded building, structure, or tenant space
- A change in name of an existing business
- Other (example: commercial parking lot)

This application must be completed in full, signed, and dated prior to being processed.

- Incomplete Applications Will Not Be Processed
- Any Certificate of Occupancy issued on the basis of incorrect Information will be revoked

Contact the number below to schedule a walkthrough with the Building Official and Fire Marshal.

- (432) 264 2504

A Certificate of Occupancy will be issued when all departments performing inspections have given their approval.

- A business cannot begin operation prior to receiving a Certificate of Occupancy
- You will be notified when your Certificate of Occupancy has been issued
- You are required to post your Certificate of Occupancy in a conspicuous location

PROPERTY ADDRESS: _____		TOTAL SQ. FT.: _____	
BUSINESS NAME: _____			
PROPOSED USE(S): _____			
BUSINESS OWNER: _____			
EMAIL: _____		PHONE: (____) _____	
ADDRESS: _____	CITY: _____	STATE: _____	ZIP: _____
PROPERTY OWNER: _____			
EMAIL: _____		PHONE: (____) _____	
ADDRESS: _____	CITY: _____	STATE: _____	ZIP: _____

I certify that the use(s) listed above represent ALL use(s) which shall be conducted on the premises and I understand that additional uses may not take place without my applying for, and receiving, an amended certificate. I further understand that if this application is approved, the holder is responsible for abiding by all laws, ordinances, and regulations of the City of Big Spring.

BUSINESS OWNER'S SIGNATURE

DATE

DATE: _____

FOR OFFICE USE ONLY

GENERAL COMMENTS: _____

FIRE MARSHAL COMMENTS: _____

BUILDING INSPECTION COMMENTS: _____

ZONING: _____

FIRE SPRINKLER: _____ YES _____ NO

FLOODPLAIN: _____ YES _____ NO

FOOD SERVICE: _____ YES _____ NO