

DATE: \_\_\_\_\_



## Certificate of Occupancy Application

### General Information

- The fee for a Certificate of Occupancy inspection is **\$75.00**. This fee must be paid at the time of application.
- Upon submission of application and remittance of the application fee, an on-site walkthrough with the Building Official and Fire Marshal will be scheduled.
- A Certificate of Occupancy inspection 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 (examples: commercial parking lot, non-commercial use of a commercial space)
- A Certificate of Occupancy certificate will be issued when all departments performing inspections have given their approval.
  - A building cannot be occupied 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:		APPLICANT NAME:	
PROPERTY OWNER NAME:			
PROPOSED USE(S):			
WILL YOU ALSO BE OCCUPYING THE PROPERTY AS A LIVING SPACE? _____ YES _____ NO			
MAILING ADDRESS:		CITY:	STATE:
		ZIP:	
EMAIL:		PHONE: (     )	

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.

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**APPLICANT SIGNATURE**


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**DATE**