

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.

APPLICANT SIGNATURE

DATE