

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 (examples: commercial parking lot, non-commercial use of a commercial space)

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 commercial 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