

## CERTIFICATE OF OCCUPANCY

The Certificate of Occupancy will be issued after all corrections have been made and final inspections are approved. Typically, the Certificate of Occupancy can be picked up two days after notifying the Occupancy section of project completion. When complete, the certificate must be picked up by the applicant or his/her designated agent. Please note, certificates are not mailed.



### Building Code Enforcement's Mission

Assuring safe and healthy living, recreational and work environments for people throughout the City of Houston by efficiently administering the building code and providing exceptional customer service.

#### CONTACT INFORMATION

##### Inspections

Occupancy/Life Safety	832-394-8880
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##### Plan Review

Commercial	832-394-8810
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One Stop	832-394-8820
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##### Other Important Phone Numbers

Taps & Meters	832-394-8888
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Planning & Development	832-394-8849
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Health Department	832-394-8848
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Building Code Enforcement General	832-394-9494
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Automated Inspection Request Line	713-222-9922
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##### Websites

Building Code Enforcement <a href="http://www.houstonpermittingcenter.org/building-code-enforcement.html">http://www.houstonpermittingcenter.org/building-code-enforcement.html</a>
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Permits/Inspections/Plan Review <a href="http://www.houstonpermittingcenter.org/city-of-houston-permits/online-permits.html">http://www.houstonpermittingcenter.org/city-of-houston-permits/online-permits.html</a>
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General Information <a href="http://www.houstontx.gov/311">www.houstontx.gov/311</a>
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Public Works & Engineering Main Webpage <a href="http://www.publicworks.houstontx.gov">www.publicworks.houstontx.gov</a>
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## CITY OF HOUSTON HOUSTON PUBLIC WORKS BUILDING CODE ENFORCEMENT

## Live-Work Program



*This guide provides an overview of the qualifications and submittal requirements for projects that wish to establish a Live-Work unit through the Occupancy Inspection Section.*

Occupancy Inspections  
1002 Washington Avenue, Floor 1  
Houston, TX 77002  
(832)394-8880  
[Occupancy.Inspections@houstontx.gov](mailto:Occupancy.Inspections@houstontx.gov)  
Office Hours 8:00 a.m. – 4:30 p.m.

## LIVE-WORK UNIT

### WHAT IS A LIVE-WORK UNIT?

A Live-Work unit is a dwelling or sleeping unit in which a significant portion of the space includes a non-residential use that is operated by the tenant.



### WHAT TYPE OF BUSINESSES ARE ALLOWED IN A LIVE-WORK UNIT?



**Mercantile (Group M)** - Places where goods are displayed and sold.



**Business (Group B)** - Places utilized for office, professional or service type transactions.



**PLEASE NOTE** - Offices requiring treatments (Ex: doctor's office, acupuncture, massage, dentist) may not utilize this process. Refer to the Overview of the General Commercial Permit Process (Brochure CE-1279) for the appropriate procedures.

### LIMITATIONS & RULES

- The non-residential area shall be limited to the first or main floor.
- The live-work unit shall not exceed 3,000 sq. ft.
- The non-residential area is not to exceed 50 percent of the dwelling unit.
- No more than 5 non-residential workers or employees are allowed to occupy the non-residential area at one time.
- The non-residential area shall be provided with the minimum plumbing facilities as specified in Chapter 29 of the City of Houston Building Code.

## APPLICATION PROCESS

To apply for a live-work permit, the applicant must visit the Occupancy Inspections Section located at 1002 Washington Avenue, Houston, TX 77002 and submit the required documents.

### SUBMITTAL PACKAGE

- [Application for Occupancy Compliance Inspection](#) (Form CE-1045)
- [Declaration in Support of Application for City of Houston Building Permit](#)
- Confirmation that the use is in compliance with all code provisions of Section 419 of the Houston Building Code (refer to the Limitation and Rules previously identified and the additional specific code provisions listed in Section 419).
- [Letters of Availability](#)
- Approved parking requirements from the Development Services (Planning) Department
- Approved floor plan with the following information:
  - Page size limited to 8 ½ " x 11" or 11" x 17"
  - Proposed Occupancy
  - Dimensions for all areas; identify the residential and business areas.
  - Exit doors with direction of swing
  - Kitchens, bathrooms, storage areas
  - Offices, warehouse
  - Location of plumbing, electrical and mechanical equipment



After the submittal package is received, the Building Code Enforcement staff will review the request and determine if it qualifies for a Live-Work inspection and an inspection will be scheduled.

## INSPECTION PROCESS

The applicant will be notified when the request is approved. The fees will be determined at this point and the applicant will need to visit the office to pay for the fees and receive the inspection date .

1. A team of inspectors will visit the site and make a note of any code discrepancies.
2. A report will be generated. A guide on how-to access the report and link will be emailed to you within two business days. The report will indicate the type of corrections needed (structural, electrical, mechanical, or plumbing) and if any building permits are required before making the corrections.
3. The required permits will need to be obtained. The owner or owner's agent may obtain the structural building permit if required. Electrical, HVAC, and/or Plumbing building permits may only be obtained by a licensed contractor.
4. Only the licensed contractor or person who holds the permit may call for inspections for work performed under that permit.

**CONTINUES...**