

Email Application to Occupancy.Inspections@houstontx.gov

(Please Print)

Name on Certificate _____

Address of Business _____

Building No. (If Applicable) _____ Zip Code _____ Total No. of Floors _____

Number of Units (*Apartment Building*) _____ Phone Number _____

Previous Type of Business (*if Different Than Proposed*) _____

Present or Proposed Type of Business _____

Square Feet _____

Mailing Address If Different Than Above	Name _____ Address _____ City/State/Zip _____ Email _____
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Applicant Signature _____

I hereby declare the above information is correct

Please Complete the Deed Restriction Unsworn Declaration

FEE SCHEDULE

Certificate of Compliance		\$474.31
(Additional Floors Including Basement Levels)	Per Floor	\$118.58
Each Additional sq. ft. above 10,000 sq. ft. maximum of 200,000 sq. ft.		\$ 00.01
Residential Multi-Family Buildings/Per Contiguous Project	(1 To 30 Units)	\$474.31
	(Each Additional Dwelling Unit)	\$ 11.85
Duplicate Certificate (Life Safety/Occupancy)		\$ 83.00
Certificate Name Change Only		\$ 83.00
Certificate for individual retail or office spaces less than 3,000 square feet in multi-tenant buildings		\$237.16
If the certificate is requested in connection with the building core and the inspection is performed during the same inspection.		\$ 83.00
Investigation fee (if warranted)		\$ 294.43

Administrative Fee of \$29.64 per Application Not Included

FOR OFFICE USE ONLY

Date _____	Application Processed By _____
Key Map Location _____	Inspection Zone _____
Project Number _____	Date of Inspection _____

City of Houston
Occupancy Inspections Section
 P.O. Box 2688
 Houston, TX 77252-2688

PROJECT # (assigned by City): _____

DECLARATION IN SUPPORT OF APPLICATION FOR CITY OF HOUSTON
BUILDING PERMIT
(For Use by Corporate or Other Business Entity Owners)

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

“My name is _____ and my address is _____
(First, Middle, Last)

_____. I am over the age of eighteen and I am legally competent to make this Declaration. I have personal knowledge of every fact stated herein and every fact stated herein is true and correct. This Declaration will be submitted to the City of Houston, Texas (the ‘City’) as part of the Application for a Building Permit for a project (‘the Project’) located or to be located in the _____ Subdivision, Block No. _____, Lot No. _____ (the ‘Land’). The physical mailing address of the Land is _____, _____ Texas _____.

The OWNER of the Land is _____, which is a _____
_____. My position with _____,
(Type of entity. i.e. Texas Corporation)
is that of _____, as such, I am an authorized representative and, as such, authorized to execute this Declaration on the Owner’s behalf. I understand this Declaration is binding on the Owner.

I also understand, for the purposes of this Application, the term ‘Deed Restriction’ means any and every restriction or covenant contained in (or incorporated by reference into) a plan, plat, replat, deed, or any other publicly recorded document that limits or affects the use of the Land in any way. I further understand copies of the Deed Restrictions, if any, are available for review at the office of the Clerk of the County in which the Land is located.

The Project does not violate the Deed Restrictions, if any, that apply to the Land.

I UNDERSTAND AND AGREE that if any fact stated in this Declaration is false, the City may void any permit(s) issued by the City for the Project, and the City may order the Owner or its successor to remove all or part of the Project at my or our own expense.

I declare under penalty of perjury the foregoing is true and correct.

Executed in _____ County, State of Texas, on the ____ day of _____, 20__.

Authorized Representative of _____”