



## Commercial Certificate of Occupancy Application

In order for the City of Sweeny to issue a Certificate of Occupancy, the following must be submitted with the application and an approval of inspections must be obtained prior to occupying.

- A Certificate of Occupancy Inspection will need to be scheduled with the Director of Public Works office by calling Sweeny City Hall at (979) 548-3321.
- A Fire Inspection will need to be scheduled with the Fire Marshal after registering online at MyGov and paying the \$50.00 inspection fee at City Hall.
- Copy of the floor plan of proposed space/area with room measurements.
- Business owner and general contractor (if applicable) must be on location during inspections.

All final inspections, *if applicable*, must be scheduled and approved **before** the Certificate of Occupancy can be issued. *Incomplete applications will not be accepted. The following will be inspected:*

Building, Electrical, Plumbing, Mechanical, Fire, ADA compliance, Parking

Business Name: \_\_\_\_\_

Address of Commercial Property for COO: \_\_\_\_\_

Business Owners Name: \_\_\_\_\_

Business Owners Contact Number: \_\_\_\_\_

Contractors Name: \_\_\_\_\_

Contractors Contact Number: \_\_\_\_\_

Owner of Property (if different): \_\_\_\_\_

Owner of Property- Contact Number: \_\_\_\_\_

Date Requested for COO Inspection? \_\_\_\_\_

Time Requested? \_\_\_\_\_

**Business Owners Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

### Official Use Only

Building Official: \_\_\_\_\_

Notes: \_\_\_\_\_

Approved  Denied

Fire Marshal: \_\_\_\_\_

Notes: \_\_\_\_\_

Approved  Denied

Classification: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

COO # \_\_\_\_\_