



APPLICATION FOR
**CERTIFICATE OF OCCUPANCY
 PERMIT**

Incomplete applications will not be accepted
 Indicate "NA when an item does not pertain to your application

*Department of
 Community Development*

CERTIFICATE OF OCCUPANCY APPLICATION

Date:	
Business Name	
Business Address:	
Certificate Type:	Existing New

OWNER INFORMATION

Property Owner Name			
Contact information	Phone	E-mail	
Mailing Address			
Previous Business	Name	Type	
Description of Building	Stand-alone	Lease Space	Square feet

APPLICANT INFORMATION

Applicant Name			
Contact information	Phone	E-mail	
Mailing Address			
Proposed Business	Type	Sale of Food or Drink	Yes No
Description of Building	Stand-alone	Lease Space	Square feet

GENERAL INFORMATION

Existing building without a C of O yes no Existing building change of ownership yes no
 Existing building change of occupancy classification yes no, Does building have a fire sprinkler system? yes no
 Will the building/space be remodeled yes no If yes submit construction documents for remodel (other permits may be required).
 Other, please explain _____

CERTIFICATION: THE UNDERSIGNED HEREBY CERTIFIES THAT ON THIS DATE APPLICATION WAS MADE FOR A PERMIT WITH THE CITY OF WILLIS AND THAT THE INFORMATION PROVIDED ON THIS APPLICATION FORM AND ANY PLANS OR SUPPORTING DOCUMENTATION SUBMITTED IS TRUE AND CORRECT. BY THIS SIGNATURE; THE APPLICANT HAS READ ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION AND AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL CODES AND CITY ORDINANCES.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY
Received by: _____ Application # _____
NOTES: _____

PLEASE SEE REVERSE SIDE FOR FURTHER REQUIREMENTS

Certificate of Occupancy Application Requirements

In accordance with the International Building Code and the City of Willis's Code of Ordinances, A building or structure shall not be used or occupied, and a change in the existing use or occupancy classification of a building or structure or portion thereof shall not be made, until the Building Official has issued a certificate of occupancy.

A Certificate of Occupancy shall expire when any of the following conditions exist:

- (1) There is a change in use or occupancy affecting all or any portion of the building.
 - a. A change of occupancy may require a building permit as parking, building height and areas, and other factors that may be affected by the new occupancy.
 - b. Any of the following is commenced without a permit, that require a permit:
 - i. Building alteration
 - ii. Repair
 - iii. Addition
 - c. There is a change in ownership of a building, other than one or two family dwellings.

Businesses without a valid Certificate of Occupancy or an existing Certificate of Occupancy:

- (1) Complete the Certificate of Occupancy Application; submit it to the permit counter at City Hall along with the required fees.
 - a. Once submitted, inspections will be scheduled within 48 hours of receipt of the passing inspection reports from the (**fire marshals office** and the **health department**) to perform inspections pertaining to life and property safety issues. Any deficiencies will automatically prompt a re-inspection to be scheduled thirty days from the date of inspection.
 - i. Any deficiencies that are discovered will be conveyed to the applicant on a form once the inspector's notes have been entered, along with any instructions and a sufficient time frame to correct said deficiencies unless an immediate eminent danger exist that threatens the public health and safety.
 - ii. After obtaining any required permits and making all required corrections, contact the permit office and schedule a re-inspection. Once all department inspections have passed and the building or space is deemed safe to occupy you will be notified that your certificate is ready to pick up.

Montgomery County Fire Marshal Inspections and Plan Reviews:

Review fees and inspection fees are separate from the City and are paid to the MCFM office.

501 N Thompson, Suite 102, Conroe, Texas 77301

Phone: 936-538-8288 Fax: 936-538-8277

https://www.mctx.org/departments/departments_d_-_f/fire_marshall/fire_code_life_safety_inspection.php

Montgomery County has Adopted the 2012 IFC Code

[Adopted Montgomery County Fire Code Exhibit A Amendments](#)

For ALL questions regarding fire codes or inspections, email the following address fire.codes@mctx.org

1. New construction
 - a. Plan Review
 - b. Inspections
2. Tenant build-out
 - a. Plan Review
 - b. Inspections
3. Change of Use Existing Building
 - a. More Hazardous
 - i. Plan Review
 - ii. Inspections
 - b. Same or less Hazardous
 - i. No Rreview
 - ii. No Inspection
4. Residential – no inspections - unless
 - a. Four or more units (Multifamily)
 - i. Plan Review
 - ii. Inspections