



CERTIFICATE OF OCCUPANCY APPLICATION

Requirements

Your application **will not be accepted** if any of the below items are missing or incomplete. When all requirements are met and all inspections are passed, the CO will be issued. To check the status of an application, please email buildingdepartment@portlavaca.org

- Completed, signed, **legible** application packet – includes application form, Police Department Emergency Contact form
- Paid Certificate of Occupancy fee – *If applying via email, call Development Services Coordinator at (361)552-9793 x232 to make payment once application has been submitted. Fee must be paid within 30 days or your application will be voided.*
- Applied for permits for any necessary remodels, alterations, construction, etc.

Business Information

Business Address: _____

Business Name: _____

Texas Sales Tax ID Number: _____

Detailed description of business operation (please be specific): _____

Tenant Name: _____

Tenant Address: _____

Tenant Phone: _____ Tenant Email: _____

Property Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone: _____ Owner Email: _____

Please answer the following questions:

| | | |
|--|------------------------------|-----------------------------|
| Is this application due to a change of business ownership? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this application due to a change of building occupant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this application due to a change of use? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this a newly constructed building? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will there be any additions, alterations, or renovations to the interior/exterior? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Square footage | | |
| Current number of parking spaces | | |
| Will you provide anything consumable? (Food, drinks, candy, soda, coffee, alcohol, etc.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Applicant Agreement

I understand that failure to obtain a Certificate of Occupancy for a new, altered, or changed use is in violation of the City of Port Lavaca Code of Ordinances.. My Certificate of Occupancy may be revoked if I do not have permission to occupy the building, if I do not abide by all relevant city codes, or if I do not operate according to the described uses in this application. By signing below I agree to these terms.

Signature of Applicant: _____ Date: _____

For Office Use Only

Completeness Check

Application form completely filled—no blank lines? Yes No

Application form signed? Yes No

Required attachments:

Police Emergency Contact Form Yes No

Business License (if applicable) Yes No

Health Permit (If checked “yes” on consumable goods item) Yes No

If remodel/addition is required, permit has been applied for? Yes No

Fee paid? Yes No

Sign

Date

Planning Review

Land use description: _____

Is use allowed per land use map? Yes No

Do parking spaces meet requirements? Yes No

Have health requirements been satisfied? Yes No

Notes:

Sign

Date

Inspections and Releases

Building Inspector: _____ Fire Inspector: _____

Inspection Date: _____ Time: _____ Date Approved: _____

Electrical Release Date: _____ Confirmation #: _____

Date Mailed/Emailed Certificate: _____ Staff Initials: _____

SELF INSPECTION

This form is for your reference only. Please review carefully to prepare your property for fire and building inspections. Any questions answered with “no” indicate presence of a code violation. **Re-inspections due to code violations may result in additional fees.**

| Access and Premises: | Yes | No | N/A |
|---|------------|-----------|------------|
| Are address numbers for the building visible from the street? | | | |
| Is the exterior fire department access unobstructed? | | | |
| Does your building have a Knox Box? If so, will the keys inside it open all doors? If locks are changed, contact Port Lavaca Fire Department to install new keys. | | | |
| Is there a maintained minimum 3’ clearance around fire hydrants? | | | |
| Egress (Exiting): | Yes | No | N/A |
| Are there exit ways and doors easily recognizable, unobstructed, and maintained functional? | | | |
| Are doors with self-closing hinges maintained in the closed position (not blocked open)? | | | |
| Electrical: | Yes | No | N/A |
| Are all electrical outlets, switches, and junction boxes properly covered with cover plates? Is the electrical system safe from any apparent shock and/or other electrical hazards? | | | |
| Are circuit breakers/fuses labeled so as to identify the protected area? | | | |
| Is the area in front of the electrical panel(s) clear, by at least 36”? | | | |
| Are extension cords used only for temporary use? (90 days) | | | |
| Are extension cord(s) of heavy duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances? | | | |
| Are extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only one portable appliance? | | | |
| Is capacity of the extension cord(s) greater than the rated capacity of the portable appliance supported by the cord? | | | |
| If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle? | | | |
| Exit Signs: | Yes | No | N/A |
| If exit signs are required, are they maintained as illuminated or self luminous? | | | |
| Does the backup battery work? (Push the test button, exit sign should illuminate under battery power) | | | |
| Fire Alarm System: | Yes | No | N/A |
| If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company? | | | |
| Fire Extinguishers: | Yes | No | N/A |
| Is the travel distance from all portions of the building less than 75’ to a fire extinguisher? | | | |
| Are all fire extinguishers visible and accessible (not blocked)? | | | |
| Have the fire extinguisher(s) been serviced/tagged by a qualified technician within the last 12 months? | | | |
| Is the fire extinguisher(s) properly mounted? Proper locations—near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5’ high if less than 40lbs, maximum 3.5’ high if greater than 40lbs, in all cases minimum 4’ above the ground). | | | |
| Fire/Smoke Separations: | Yes | No | N/A |
| Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained in working condition? | | | |
| Fire Suppression Systems: | Yes | No | N/A |
| Is storage maintained a minimum of 18” below head deflectors in fire sprinkled areas? | | | |
| If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company? | | | |
| In the commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease? | | | |
| Planning, Zoning, Health, and Building: | Yes | No | N/A |
| Does business meet the required number of parking spaces? | | | |

Please submit to buildingdepartment@portlavaca.org with supporting documents if applicable.

Development Services · City of Port Lavaca · 202 N Virginia St. Port Lavaca, TX 77979 · (361)552-9793

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|--|--|--|--|
| Is land use permitted per land use map? | | | |
| If serving or selling anything consumable (food, drinks, alcohol, etc.), have all required health permits been obtained? | | | |
| Is Texas Sales Tax ID Number valid (if applicable)? | | | |
| If the space requires any remodeling or additions, have commercial building permits been obtained? | | | |
| Is parking striped? Are there striped and marked handicap space(s)? | | | |
| Is there a handicap restroom for customers and employees (if applicable)? | | | |