



PLANNING DEPARTMENT

3295 Bob Rogers Drive, Eagle Pass, TX 78852 • Telephone: (830) 773-7781 • Fax: (830) 773-7803
www.eaglepasstx.us • planning@eaglepasstx.us

CERTIFICATE OF OCCUPANCY PERMIT APPLICATION

For occupancy or use not requiring a building permit

Regulations

Permit No. _____

Appendix A, Section 18: Certificate of Occupancy

- (a) **Certificate of Occupancy.** No vacant land shall be occupied or used except for agricultural uses, until a certificate of occupancy shall have been issued by the building inspector.
- (b) **Compliance.** No premises shall be used and no buildings hereafter erected or structurally altered shall be used, occupied or changed in use, until a certificate of occupancy and compliance shall have been issued by the building inspector, stating that the building or proposed use of a building or premises complies with the building laws and the provisions of these regulations.
- (c) **Timing for application for occupancy.** Certificates of occupancy and compliance shall be applied for coincident with the application for a building permit and shall be issued within ten (10) days after the erection or structural alterations of such buildings shall have been completed in conformity with the provisions of these regulations. A record of all certificates shall be kept on file in the office of the building inspector.
- (d) **Issuance for permit for excavation.** No permit for excavation for any building shall be issued before application has been made for certificate of occupancy and compliance.
- (e) **Requirement for certificate of occupancy.** A certificate of occupancy shall be required of all nonconforming uses. Application for a certificate of occupancy for nonconforming uses shall be filed within 12-months from the effective date of this ordinance, with the building inspector.

Business Name: _____

Business Street Address: _____ MCAD Property ID No: _____

Legal Description: _____

Business Owner Name: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

Description of Business: _____

Hours of Operation: _____

Total Existing Parking Spaces: _____ Building Square Footage: _____

Project Design

All building construction is required to comply with provisions of the *City of Eagle Pass Code of Ordinances* and the 2015 *International Building Code* (IBC), the 2015 *International Residential Code for One and Two Family Dwellings* (IRC), the 2015 *International Fire Code* (IFC), the 2014 *National Electrical Code* (NEC), the 2015 *International Mechanical Code* (IMC), the 2015 *International Plumbing Code* (IPC), the 2015 *International Existing Building Code* (IEBC), the 2015 *International Energy Conservation Code* (IECC), and the 2012 *Texas Accessibility Standards*.

City Inspections

- Zoning district requirements
- Gas installation
- Sewer
- Final electrical, mechanical, plumbing, and building
- Off-street parking
- Signs
- Food Establishments are required to complete a Health Permit Application
- A *Certificate of Occupancy/Certificate of Compliance* will be issued once the structure and site have been inspected and approved for compliance with all applicable building codes and city ordinances.

Applicant Authorization

I authorize the City of Eagle Pass to conduct any site visits necessary to evaluate this certificate of occupancy permit application.

I hereby state that I have prepared this application and site development plan and that, to the best of my knowledge, the information contained herein is complete, accurate, and a true representation of the project. I further attest that I have the authority to submit this application and agree to comply with any and all conditions of building permit approval. I agree to provide any additional information requested by the City as they deem necessary for the processing of this application permit, and I understand that a new application may be required if the scope of the project is modified.

Applicant Signature

Date

Office Use	Date Application received for review:	Received by:	Routed to:
	Missing Supporting Documents, if applicable:		
	Date Supplemental Info or Supporting Documents Received:	Received by:	
	Date Application emailed to Fire Marshal:	Date Report Received:	
	Date Application emailed to Main Street Coordinator, if applicable:		
	Date Certificate of Appropriateness Approved (when applicable):		
	Permit Issuance Date:	Issued By:	