



Certificate of Occupancy Application

Project Information	(For Office Use Only) Permit #
Name/Description: _____	
Project Address: _____	Sq. Ft. _____
Lot: _____	Block: _____
Subdivision: _____	
INTENDED USE OF SPACE: _____	
Total Occupancy of Building: _____	

Owner Information
Company Name: _____
Contact Person: _____
Street Address: _____
Phone Number: _____
Fax Number: _____
Mobile Number: _____

Tenant Information
Company Name: _____
Contact Person: _____
Street Address: _____
Phone Number: _____
Email: _____
Mobile Number: _____

Does your business involve the storage, sale or use of the following: (Check all that apply)

- | | | | |
|---|---|---|------------------------------------|
| <input type="checkbox"/> Painting with flammables | <input type="checkbox"/> Dry Cleaning Solvents | <input type="checkbox"/> Flammable/combustible liquids (10 gallons or more) | <input type="checkbox"/> Alcohol |
| <input type="checkbox"/> Combustible Fibers | <input type="checkbox"/> Dust producing process | <input type="checkbox"/> Floor drains in building | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Cellulose Nitrate Film | <input type="checkbox"/> Explosives/Ammunition | <input type="checkbox"/> Food and/or beverage processing, storage or sales | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Compressed Gas | <input type="checkbox"/> Recycling Waste | <input type="checkbox"/> Food products | |
| <input type="checkbox"/> Liquid Propane Gas | <input type="checkbox"/> Magnesium | <input type="checkbox"/> High piled stock (over 12' in height) | |
| <input type="checkbox"/> Vehicle Repair Garage | <input type="checkbox"/> Vehicles in Building | <input type="checkbox"/> Poisonous or hazardous chemicals/acids | |
| <input type="checkbox"/> Welding or Cutting | <input type="checkbox"/> Woodworking | <input type="checkbox"/> X-ray Development | |

****Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials.****

List any material discharged into the drainage system, ground, or atmosphere: _____

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____

Date: _____

Notice to Builders / Developers

The City of Waller, Texas (the "City") has entered into a Professional Services Agreement with Bureau Veritas North America, Inc. ("BVNA"), as amended from time to time, to perform such professional services as:

1. Construction Code Services (including Plan Review and Inspections)
2. Fire Services (including fire service plans review, fire services inspections, annual fire safety inspections, and fire code plan review services and inspection services)
3. Health Services (such as regulation of food establishments and pools and spas)
4. Public Works Services (including inspections, plan review, and technical support)
5. Planning and Mapping Services (including base mapping, housing inventory, population, land use inventory, economic development, street system, water system, wastewater system, storm drainage system, recreation and open space, and capital improvements program)

The City has designated BVNA to serve as the City's Fire Marshal and the City's Building Official in support of the Department of Public Works. Acting in the capacity of the City's Fire Marshal and/or Building Official, BVNA will set the timing, process, procedures and method needed to enforce the City's Ordinances, the International Building Codes adopted by the City, and State law. This includes necessary permits and permitting procedures, application documentation and procedures, plan documentation and submission, plan review procedures, and inspection policies and procedures. The City and/or BVNA reserves the authority to put an administrative hold on any process or procedure for a builder/developer that refuses to comply with the processes and procedures established by BVNA. The City and BVNA reserves the authority to reject permits and applications due to incompleteness, inaccuracy, and/or administrative holds. The City and BVNA reserves the authority to refuse review and inspections for reasons related to habitual noncompliance, false callings, and/or no preparation. The builder/developer will be provided notice from BVNA and/or the City that they are in noncompliance with the processes and procedures and at risk for an administrative hold.