



CERTIFICATE OF OCCUPANCY APPLICATION

City of Liberty Community Development Department

1829 Sam Houston, Liberty, Texas 77575

Phone: 936-336-3684 | Fax: 936-334-9846 | Email: permits@cityofliberty.org

*All commercial structures in the City of Liberty require a Certificate of Occupancy (CO) prior to occupying the space or opening to the general public. All commercial structures must be inspected and approved by the Building Official **and** Fire Marshall prior to the issuance of a Certificate of Occupancy. A Certificate of Occupancy is not transferrable. All Certificates of Occupancy must be posted at the business location. The City has adopted the 2021 IBC.*

CERTIFICATE OF OCCUPANCY FOR

Commercial

- ☐ New Construction - \$75
☐ Change of Use/Tenant - \$75
☐ Commercial Expansion/Alteration - \$75

COMMERCIAL - BUSINESS/TENANT INFORMATION [all questions must be answered]

Business Name (DBA): _____

Business Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Type of Business (please indicate if alcoholic beverages will be sold): _____

Square Footage of Space: _____

Will any renovation or remodeling work take place? ☐ Yes ☐ No

- If yes, has a building permit been pulled? ☐ Yes ☐ No

[All building, mechanical, electrical and plumbing inspections must be approved before scheduling the Certificate of Occupancy (CO) inspection. The CO inspection must be approved before the Certificate of Occupancy will be issued]

Will anyone be living, sleeping, or staying overnight in the structure? ☐ Yes ☐ No

How many parking spaces will be provided? _____

COMMERCIAL - BUSINESS OWNER INFORMATION

Owner Name: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

COMMERCIAL - PROPERTY OWNER/LANDLORD INFORMATION
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Owner Name: _____

Owner Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

NOTICE AND SIGNATURE

I hereby certify that I have read this application and filled all information required by the City of Liberty. I understand that all work will be performed in compliance with all codes, ordinances and laws adopted by the City of Liberty and State of Texas, whether specified or not. I also acknowledge that the City of Liberty or its authorized agent is not responsible or liable for verification of information enforcing deed restrictions, covenants or homeowner association requirements. The City of Liberty shall never be liable for any damage or loss by reason of the issuance hereof. I, as the authorized agent of the owner, will allow the City Manager or his authorized agent access to perform inspections during normal working hours. False statements made on this application shall result in the revocation of the certificate of occupancy.

Signature

Date

Updated 01-03-2024