



City of Rosenberg
**CHANGE OF OCCUPANCY COMMERCIAL
 CERTIFICATE OF OCCUPANCY APPLICATION**

2220 4th Street, Rosenberg, Texas 77471
 Telephone: 832-595-3500 Fax: 832-595-3501

In order for the City of Rosenberg to issue a Certificate of Occupancy, the following must be submitted **with** the application and **before** the space is occupied.

- **Copy of the floor plan of proposed space/area with room measurements. Floor Plan needs to be drawn to scale.(Refer to back, example: can be as simple as 1 square = 5 feet.)**
- **A Certificate of Occupancy Inspection will need to be scheduled with the Fire Marshal's office by calling the inspection line at 832-595-3645.**
- **Permit fee: \$50.00**

All final inspections, *if applicable*, must be scheduled and approved **before** the Certificate of Occupancy can be issued. *Incomplete applications will not be accepted.*

Building Permit:_____

Plumbing Permit:_____

Electrical Permit:_____

Mechanical Permit:_____

Sign Permit:_____

Tenant Information:

Applicant Name:	Applicant Phone Number:
Business Name:	Business Owner:
Business Address:	Business Phone Number:
Type of Business:	Previous Type of Business:

Property Owner Information:

Property Owner:	Contact Name:
Owner Physical Address:	Owner Phone Number:

Signature

Date

OFFICIAL USE ONLY

Building Official:_____

Approved Denied

Fire Marshal Office:_____

Approved Denied

Classification:_____ Group:_____ Type of Construction:_____ Occupant Load:_____