



City of Rosenberg  
**NEW CONSTRUCTION COMMERCIAL CERTIFICATE OF  
 OCCUPANCY APPLICATION**

2220 4<sup>th</sup> 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.

- **1 CD of plans(PDF format)**
- **Energy Rough and Final Reports**
- **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:** \_\_\_\_\_

**Fire Marshal Office:** \_\_\_\_\_

**Approved**  **Denied**

**Approved**  **Denied**

Classification: \_\_\_\_\_ Group: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Occupant Load: \_\_\_\_\_