



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

2220 4th Street, Rosenberg, Texas 77471
 Telephone: 832-595-3500 Fax: 832-595-3501 Email: registration@rosenbergtx.gov

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. This **CANNOT** be scheduled until **AFTER ALL BUILDING AND MEP FINAL INSPECTIONS HAVE BEEN APPROVED!!!**
- 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: _____

Email Address: _____

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: _____