



City of Rosenberg
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. Please label each room, according to use (ex: office, storage, restroom, etc.), and show all entrances/exits. Floor Plan needs to be drawn to scale.(Refer to back, example: can be as simple as 1 square = 5 feet.)**
- **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: _____

