



City of Galveston
 Development Services Department
 Building Division
 409-797-3620, planning@galvestontx.gov

Commercial Certificate of Occupancy Application

This application may be submitted to the Building Division at 3015 Market St., Galveston, TX or email to: planning@galvestontx.gov Please allow 7-10 days for review of the application.

Property Owner(s): _____ **Email:** _____

Site Address: _____ **Phone:** _____

Owner Address: _____

Business Name: _____

Portion of structure for which this certificate is requested: (select one)

All new construction

Addition to existing structure

Change of Occupancy

Comments: _____

A building or structure shall not be used or occupied in whole or in part, and a change of occupancy of a building or structure or portion thereof shall not be made, until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid under which the building permit was issued. The building official is authorized to suspend or revoke a certificate of occupancy issued under the provisions of this code, in writing, wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of the provisions of the applicable code or other ordinance of the jurisdiction.

I/we, the undersigned, have read the above statement and the information provided is true and correct. I/we understand that any misrepresentation on this application may result in revocation of the Certificate of Occupancy.

Owner or Authorized Agent Printed Name: _____

Owner or Authorized Agent Signature: _____ **Date:** _____

- 1) 2021 Energy Code Compliance
- 2) Final survey of the property and structure.
- 3) Final Elevation Certificate
- 4) A-zone or V-zone letter as applicable.
- 5) If the property is in an A-zone, provide the specification sheet for engineered flood vents.
- 6) WPI-8

*For a change of occupancy only provide a code analysis from a design professional with a floor plan.

Office use only -checklist:

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| * Final inspection from the building division has passed. | Yes |
| * Water meter registered. | Yes |
| * Backflow devise(s) have been tested and reports submitted. | Yes |
| * Drainage requirements are complete. | Yes |
| * Driveway complete. | Yes |
| * Owner required items submitted (1 thru 6 above) | Yes |