



# **Certificate of Occupancy Application Packet**

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### Section 101: Basis

Any change to any business name, business ownership, business tenant, or occupancy/use associated with a commercial building may require the issuance of another Certificate of Occupancy for the location. This would need to be confirmed with the Department before submittal of this application as it is based on individual circumstances.

### Section 102: Applicable Code Requirements.

The City currently uses two different Code sets based on whether the property is located either within or outside of the Downtown Historic District. They are as noted below:

- A. Outside the Downtown Historic District: The 2006 International Fire Code, 2012 International Codes (Building, Existing Building, Energy Conservation Code, Mechanical, Plumbing, Fuel/Gas, Property Maintenance) and the 2014 National Electrical Code, along with Chapter 6 City Code
- B. Inside the Downtown Historic District: The 2006 International Building Code (for repair and maintenance only) or 2012 International Building Code (if new) & 2012 International Codes (Existing Building, Energy Conservation Code, Mechanical, Plumbing, Fuel/Gas, Property Maintenance), the 2006 International Fire Code, & the 2014 National Electrical Code, along with Chapter 6 City Code.

### Section 103: Submission Requirements.

The following items are a generalized list that must be submitted for review and drawn to an appropriate scale. Depending upon the project, additional data may be required by the City.

- A. Submittal of appropriate filing fees for the application. **\$100.00 + 115% for any City third-party review (to be charged later in the process).**
- B. A copy of the certificate of occupancy application with all information filled out and all applicable signatures. Provide additional written narrative for items that will not fit on the application or for additional information.
- C. To scale site plan of the lot and details which at minimum includes the gross floor area of all buildings (everything under roof for each floor which includes any garages, covered patios, covered porches, and covered balconies), all building footprints, easements, setbacks, and driveway locations/dimensions including their length and width, sidewalk location and width, fence location and sizes, right-of-way, surveyed grade elevation of highest point, First Floor Elevation, Highest Roof Ridge (Relative to Benchmark), slope of grades showing general drainage, and identification and location of any flood zones. These shall be for the current and proposed uses.
- D. Floor plan and details with applicable Code requirements on plans which includes layout with rooms labeled on plans. These shall be for the current and proposed uses.
- E. Any other information as required by the City.

One (1) of each item shall be submitted in electronic format to [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us)

**Section 104: Contact for Final Inspection.**

After submission of the application and information to the City, a final inspection will need to be scheduled with ATS Engineers, Inspectors, and Surveyors. There information is below:

4910 W. U.S. Highway 290

Austin, TX 78735

Phone: (512) 328-6995

Fax: (512) 328-6996

[scheduler@ats-engineers.com](mailto:scheduler@ats-engineers.com)

Any inspections must be submitted to ATS Engineers by 4:30 P.M. Central Standard Time the day before the inspection, for any inspection to occur the next business day. Information provided must include the name and phone number of the permit holder, the physical address of the permitted project, and the type of inspection needed. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

The final inspection consists of an inspection by both the Building Official and the fire official and may be conducted separately of each other.

**Section 105: Right of Entry and Inspection.**

The City and its representatives have the right to enter the premises at reasonable hours to review any work associated with the permit. Failure to allow entry may result in a stop work order or any other penalties as allowed by law.

**Section 106: Results of Inspections.**

When conducting the final, the inspectors shall either pass or fail the inspection. If the inspection is passed, then a Certificate of Occupancy will be issued by the City. If the inspection is failed the inspector will provide a sheet indicating what shall be remedied before a second building final inspection can be completed. **Failure of inspection will require payment of another inspection fee with the City before it can be rescheduled.**

# CERTIFICATE OF OCCUPANCY APPLICATION

Date: \_\_\_\_\_

## SITE INFORMATION

Project Address: \_\_\_\_\_; OR

County Appraisal District Property ID #'s: \_\_\_\_\_;

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## APPLICANT

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

\_\_\_\_\_

Signature

Printed Name

Date



310 North Main Street  
P.O. Box 591  
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com

CHANGE OF:

Business Name

Ownership

Tenant

Occupancy/Use

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CHANGE OF BUSINESS NAME

Previous Business Name: \_\_\_\_\_

Previous Business Name End Date: \_\_\_\_\_

New Business Name: \_\_\_\_\_

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CHANGE OF OWNERSHIP

Previous Owner: \_\_\_\_\_

New Owner: \_\_\_\_\_

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CHANGE OF TENANT

Previous Tenant: \_\_\_\_\_

New Tenant: \_\_\_\_\_

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CHANGE OF OCCUPANCY/USE

Previous Occupancy/Use: \_\_\_\_\_

New Occupancy/Use: \_\_\_\_\_



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**TO BE COMPLETED BY STAFF**

Historic Review Board: No: \_\_\_\_\_; Yes: \_\_\_\_\_; Date of Approval: \_\_\_\_\_

Building Permit Fee Total: \$ \_\_\_\_\_

Plan Review Fee Total: \$ \_\_\_\_\_

Electric Trade Permit: \$ \_\_\_\_\_; Inspection Fee: \$ \_\_\_\_\_; Total: \$ \_\_\_\_\_

Plumbing Trade Permit: \$ \_\_\_\_\_; Inspection Fee: \$ \_\_\_\_\_; Total: \$ \_\_\_\_\_

Fuel/Gas Trade Permit: \$ \_\_\_\_\_; Inspection Fee: \$ \_\_\_\_\_; Total: \$ \_\_\_\_\_

Mechanical Trade Permit: \$ \_\_\_\_\_; Inspection Fee: \$ \_\_\_\_\_; Total: \$ \_\_\_\_\_

Fire Related Items: \$ \_\_\_\_\_; Inspection Fee: \$ \_\_\_\_\_; Total \$ \_\_\_\_\_

Water Impact Fee: \$ \_\_\_\_\_; Sewer Impact Fee: \$ \_\_\_\_\_; Total: \$ \_\_\_\_\_

Water Tap Fee: \$ \_\_\_\_\_; Sewer Tap Fee: \$ \_\_\_\_\_; Total: \$ \_\_\_\_\_

Sidewalk-in-lieu Fee: \$ \_\_\_\_\_

Water Meter Size: \_\_\_\_\_; Water Meter Deposit: \$ \_\_\_\_\_

Water Deposit Application Fee: \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

