CITY OF NATALIA

P.O. Box 270, 2078 St. Hwy 132 N.
Natalia, Texas 78059
Phone: (830) 663-2926 Fax: (830) 663-3806

CERTIFICATE OF OCCUPANCY INFORMATION

A Certificate of Occupancy permit and inspection is required to determine if the proposed use of a principal building or land conforms to the zoning requirements, specifically when:

- The erection of newly constructed building is wishing to be occupied; or
- A change in use of an existing building or land is to be used in a different classification; or
- When the use and/or ownership of a vacant commercial building is to be occupied, or existing building is to be used in a different classification.

CERTIFICATE OF OCCUPANCY PERMIT FEE - $100.00.

Fee does not include the cost for plan reviews, nor Building, Fire and/or Health inspections. These fees are determined by third-party contractor performing the service on behalf of the City of Natalia.

A **BUILDING PERMIT** is required for any alteration or construction work.

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application.
2. Return application to the city and appropriate fee.
3. Requests for inspections shall be requested to the City no later than 4:30 p.m. Monday – Friday. The City will contact appropriate contractors to schedule your inspection.
4. Keep your inspection appointment. Failure to reschedule one day prior may require another inspection fee.
5. Inspectors must have open access to the space or building during the inspection.
6. Your Certificate of Occupancy Permit Application must be posted (Tape to door or window).

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

- Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
- When required, illuminated exit signs must be in good working order.
- Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
- Every space must have 24-hour access to the electric panel, which serves that space.
- Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
- Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
- Added electrical fixtures and outlets must comply with the National Electric Code.
- Hose bibs should have vacuum breakers.
- Plumbing fixtures must be in good working order.
- Any unused plumbing must be capped.
- Gas appliances and heaters must be properly vented and installed.

Date Received:_____
Total Fee Paid:_____
Passed/Failed:_____

CERTIFICATE OF OCCUPANCY APPLICATION

CERTIFICATE OF OCCUPANCY PERMIT FEE - $100.00.

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PROJECT (PURPOSED USE): _____

Description:_____ Square Feet:_____

Zone:_____Lot: _____ Block:_____ Physical Address:_____

OWNER INFORMATION:

Property Owner Name:_____

Mailing Address:_____ City: _____ State: _____ Zip: _____

Phone Number:_____Email Address:_____

Signature:_____ Date Signed:_____

I (We), property owner(s) hereby certify that all information provided herein are true and correct statements, approve and understand, the intended use of this vacant or existing building or land wishing to be occupied, and/or reclassified for a different use other than its original purpose, and to conform to the zoning regulations adopted by the City of Natalia.

TENANT INFORMATION:

Renter/Leaser Name:_____

Mailing Address:_____ City: _____ State: _____ Zip: _____

Phone Number:_____Email Address:_____

Signature:_____ Date Signed:_____

I (We), tenant(s) hereby certify that all information provided herein are true and correct statements, approve and understand, the intended use of this vacant or existing building or land wishing to be occupied, and/or reclassified for a different use other than its original purpose, and to conform to the zoning regulations adopted by the City of Natalia.

COMMERCIAL BUSINESS INFORMATION:

Business Name:_____

Mailing Address:_____ City: _____ State: _____ Zip: _____

Phone Number:_____Email Address:_____

Business Information:

Federal Tax Identification No. _____ Employer Identification No. (EIN): _____

Scheduled date to Open Business: _____ Days of Operation: _____

Number of Employees expected: _____ Hours of Operation: _____

Will you be installing or displaying any business signs? ☐ Yes - A Sign Permit application if required. ☐ No

Will food be served? ☐ Yes - A Food Establishment Permit is required. ☐ No

Will alchol be served? ☐ Yes - A Alcohol Beverage Permit is required. ☐ No

Does your business involve the storage, sale or use of the following: (Check all that apply)

☐ Painting with flammables	☐ Dry Cleaning Solvents	☐ Flammable/combustible liquids (10 gallons or more)	☐ Alcohol
☐ Combustible Fibers	☐ Dust producing process	☐ Floor drains in building	☐ Smoking
☐ Cellulose Nitrate Film	☐ Explosives/Ammunition	☐ Food and/or beverage processing, storage or sales	☐ Fireworks
☐ Compressed Gas	☐ Recycling Waste	☐ Food products	
☐ Liquid Propane Gas	☐ Magnesium	☐ High piled stock (over 12' in height)	
☐ Vehicle Repair Garage	☐ Vehicles in Building	☐ Poisonous or hazardous chemicals/acids	
☐ Welding or Cutting	☐ Woodworking	☐ X-ray Development	

Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials.

List any material expected to be discharged into the city's drainage system, ground or atmosphere: _____

_____

_____

_____

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

Type	Fee	Date of Inspection	Receipt No.	Receipt Date
C-of-O Permit	**$ 100.00**			
Building Inspection	**$ 100.00**			
Fire Inspection	**$ 100.00**			
Health Inspection	**$ 200.00**			