



CITY OF RICHMOND BUILDING DEPARTMENT

600 MORTON STREET • RICHMOND, TEXAS 77469-3105

PHONE 281 / 232-6871 • FAX 281 / 238-1215

APPLICATION FOR CERTIFICATE OF OCCUPANCY

NAME, BUSINESS, OCCUPANCY TYPE CHANGE

Date:		Date Received at Building Dept.:					
Tenant/Business Information	Location Address:						
	Name of Business:						
	Business Phone:			24-Hr. Contact Phone:			
	Business Contact Person:						
	Address:						
	Home Phone:			Cell Phone:			
Building Owner Name & Address	Name:						
	Home Address:				Phone:		
	City, State, Zip:						
Business Information	Type of Business/Description of Business Use:						
	Attention Retail Businesses: Must provide a copy of your Retail State Sales Tax Permit						
Reason For Change and Other Information	Circle All that Apply: New New Business Tenant Other:						
	Owner		Mgmt.	Change	Change		
	Construction?	Building	Electrical	Plumbing	Mechanical	Fire Protection	Food Dealer
Comments:							
<p>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 herein or not. The Approval of this application or Issuance of Certificate of Occupancy does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law. The building or structure shall not be occupied prior to the code official issuing a permit or Certificate of Occupancy that indicates applicable provisions of the code have been met.</p>							
SIGNATURE OF BUSINESS OWNER OR AUTHORIZED AGENT						Date	