

# CITY OF BROWNWOOD

## Request for Certificate of Occupancy\*

(RETURN COMPLETED FORM TO THE PLANNING AND DEVELOPMENT DEPARTMENT)

Completion of this request authorizes the establishment of a Commercial Utility Service Account with the City of Brownwood and notifies the City of Brownwood that a request for a Certificate of Occupancy (C of O) has been made. The request does not function as a temporary or interim C of O. **NOTE:** Receiving a C of O requires a building inspection which may reveal needs to install fire suppression equipment, emergency lights, exit signs, doors of an appropriate type and size to be used as fire escapes, ventilation, etc... In most instances a Temporary C of O can be issued if time is required to comply with inspection findings.

BUSINESS INFORMATION		
Business Name:		
Description of Business Activity:		
Business Address:		
Business Owner's Name		
Business Owner's Address		
Business Owner's Phone Number(s)	MOBILE:	OTHER:
Business Owner's E-Mail Address		

A \$50.00 fee is required by the Ordinances and may be paid in City Hall at 501 Center Ave or an invoice may be requested. A Building Official will contact you and arrange to complete appropriate documents and inspections of the premises.

Direct further inquiry to the Development Services Administrator @ 646-5331.

.\*The City of Brownwood Code of Ordinances, Section 98-145 requires no use or change of use in a building shall take place until a Certificate of Occupancy (C of O) has been issued by the Building Services Group. A C of O represents certification by the City of Brownwood that the building in which the business is located complies with provisions of law; particularly the life, health and fire safety requirements. Having a valid C of O may limit the liability a business is subject to in the event a claim is made against it.

Signature: \_\_\_\_\_

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