

CITY OF PITTSBURG, TEXAS
CERTIFICATE OF OCCUPANY APPLIATION

A Certificate of Occupancy must be issued by the City prior to water service being turned on.

No business shall open or no building erected or structurally altered, shall be occupied, used or changed in use until a certificate of occupancy and compliance shall have been issued by the Chief Inspector, stating that the building or proposed use of a building or premises complies with all zoning regulations and the building and health laws and ordinances.

Return To: Building Inspector
200 Rusk Street
Pittsburg, TX 75686

Contact: 903-856-3621

Name of Business: _____

Name of Business Owner: _____

Daytime Phone # _____ Emergency/After Hours Phone # _____

Business Owner's Email Address: _____

Building Address: _____

Mailing Address: _____ Zip: _____

Building Owner: _____ Phone # _____

Owner's Address: _____ Zip: _____

Anticipated Opening date of business: _____

Proposed Use of building and space (Be specific):

Total occupied area (Sq. Ft.) _____ Total provided parking spaces _____

Fire Sprinklers () Yes () No

Check the following that is applicable to your use:

- Restaurant Gas Station Grocery Retail Industrial Office Space
- Day Care Non-Profit Social Club Medical Wrecker Mechanic
- Social Services beauty salon/barber hotel bed & breakfast church

Check any of the following that are applicable to your business:

- Food Products Flammable or Combustible Liquids (10 gallons+)
- Explosives/Ammunition Outdoor Storage or Display
- Health Hazards Semi Conductor
- Spray Painting Compressed Gases
- Welding or Open Flame Dust Producing Equipment
- Outdoor Vehicle Storage Fireworks
- Poisonous or Hazardous Chemicals Reclaiming Waste Materials
- Loud Noises Odor Producing Outdoor Venue

Storage over 12 ft. high inside building Total sq. ft. _____

Notice to Applicant: I understand by signing this application that any Certificate of Occupancy issued on the basis of incorrect information supplied on this application may be revoked and utilities disconnected. Signature of occupant constitutes approval for City employees to enter the property for necessary inspections and disconnect utilities for incorrect information or improper use of the building.

Contact Person _____ Phone # _____

Signature of Occupant Date _____

If approved the Certificate of Occupancy must be displayed on a wall at the entrance or near a register and visible at all times.

For City Hall Office Use Only

All Items must be conducted if applicable prior to water service being turned on.

- Customer Service Inspection Date Conducted _____
- Electrical Inspection Date Conducted _____
- Fire Inspection Date Conducted _____
- Water Service Date Turned On _____