

**Certificate of Occupancy Instruction Checklist**

2021 International Building Code – Section 111

A Certificate of Occupancy is a document issued by the City of Venus Permits Department which authorizes a building or structure to be used or occupied by the proposed use upon being inspected and found to comply with the requirements of the 2021 International Building Code and all other City ordinances.

**A Certificate of Occupancy is required for:**

* A new building and/or structure
* A new owner for an existing building, structure, or business
* A new use, tenant, or occupancy in an existing building, structure, or tenant space
* A remodeled, altered, or expanded building, structure or tenant space
* A change in name of an existing business
* A clean and show (temporary power for 90days maximum issued only to building owner and/or property management company)
* Other (example: lot used for storage no structure on site, commercial parking lot, etc)

**Certificate of Occupancy Application Process:**

In conjunction with a current building permit, the owner and/or tenant must submit a completed Certificate of Occupancy application to the City of Venus Permits Department. The Certificate of Occupancy will be approved and issued when construction has been completed and all approval has been granted from the inspections. **Please note:** there may be a series of inspections conducted. If an inspection is denied for any reason, it will be your responsibility to schedule a re-inspection.

**Checklist**

🗆 Completed Certificate of Occupancy Application

🗆 Completed Permit Application

🗆 Completed Alcohol Permit Application (if applicable)

🗆 Copy of any State License required for operation of your business ( i.e. – TABC, TDLR, etc.)

🗆 VEPO Backflow Test Inspection forms (if applicable)

🗆 VEPO Grease Trap Maintenance Service agreement (if applicable)