



Phone: (903) 677-6615
 Fax: (903) 220-0935
 Email: planning@athenstx.gov

Development Services
 501 U.S. Highway 175 West
 Athens, TX 75751

CERTIFICATE OF OCCUPANCY APPLICATION

GENERAL INFORMATION

This Project is: Residential Commercial/Multifamily

Property Address: _____ Zoning District: _____

Legal Description: _____

Business Name: _____

Intended Use: _____ Occupancy: _____

Does the site involve any of the following? (Check all that apply)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Painting with flammables | <input type="checkbox"/> Dry Cleaning Solvents | <input type="checkbox"/> Flammable/Combustible Liquids | <input type="checkbox"/> Combustible Fibers |
| <input type="checkbox"/> Dust Producing Process | <input type="checkbox"/> Floor Drains in Building | <input type="checkbox"/> Cellulose Nitrate Film | <input type="checkbox"/> Explosives/Ammunition |
| <input type="checkbox"/> Food Processing/Storage/Sales | <input type="checkbox"/> Compressed Gas | <input type="checkbox"/> Compressed Gas | <input type="checkbox"/> Recycling Waste |
| <input type="checkbox"/> Food Products | <input type="checkbox"/> Liquid Propane Gas | <input type="checkbox"/> Magnesium | <input type="checkbox"/> High Piled Stock (Over 12 ft.) |
| <input type="checkbox"/> Vehicle Repair Garage | <input type="checkbox"/> Vehicles in Building | <input type="checkbox"/> Poisonous/Hazardous chemicals | <input type="checkbox"/> Welding or Cutting |
| <input type="checkbox"/> Woodworking | <input type="checkbox"/> X-Ray Development | <input type="checkbox"/> Alcohol | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Fireworks | | <input type="checkbox"/> Other: _____ | |

NOTE: Material Safety Data Sheets (MSDS) must be provided to the Development Services Department for any hazardous chemical.

OWNER CONTACT INFORMATION

Name: _____ Phone: _____

Address: _____

Email: _____

TENANT CONTACT INFORMATION

Name: _____ Phone: _____

Address: _____

Email: _____

I agree to abide by all laws and ordinances governing the occupancy and lawful use of this property whether specified herein or not. The granting of a certificate of occupancy does not presume to give authority to violate or cancel the provisions of any state or local law regulating occupancy or use. I acknowledge that all of the information provided in the application is true and correct to the best of my knowledge. Furthermore, I am the legal owner or lawful tenant of the property described in the application or, alternatively, that I am authorized to represent the owner(s)/tenant(s) of the property for which the certificate of occupancy is requested.

I have read and understand the supplemental information on the reverse side of this application.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved By: _____	Date Approved: _____	Permit #:	
Reason for Decline:	_____				
Permit Fee:	_____	Payment Date:	_____	Received By:	_____
				Receipt #:	_____



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BUILDING PERMIT APPLICATION

CERTIFICATE OF OCCUPANCY

Please note the following related to Certificates of Occupancy:

- A building or structure shall not be used or occupied without first receiving a Certificate of Occupancy from the City of Athens.
- Additionally, a change in the existing use or occupancy classification of a building or structure (or portion of a building or structure) cannot be made until a certificate of occupancy has been issued by the City of Athens.
- Certificates of Occupancy shall be required for all structures, including residential and multifamily structures.
- All construction activities must be substantially complete for a Certificate of Occupancy to be issued. The Certificate of Occupancy inspection will ensure that the structure meets all building and fire code requirements and can be safely occupied. **If the structure cannot be safely occupied, no Certificate of Occupancy shall be issued.**

CERTIFICATE OF OCCUPANCY PROCESS

1. Complete the Certificate of Occupancy Application
2. Return completed application and to Development Services office and pay the application fee
3. Request the Certificate of Occupancy inspection at the conclusion of any construction activities (may be requested at the time of application submittal). NOTE: Construction must be permitted where required.
4. Post your approved Certificate of Occupancy (Commercial structures only).

OTHER PERMIT CONDITIONS

- The applicant or the applicant's agent must be present for the Certificate of Occupancy inspection. Repeated inspections due to lack of compliance with the building and fire codes and/or absence of the applicant may result in an additional fee.
- It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises until a Certificate of Occupancy shall have been issued by the City of Athens. Violation may result in issuance of a citation and/or fine.