



Checklist

Application w/Detailed Project Scope

Appropriate Approvals

- Electrical
- Plumbing
- Backflow
- Building
- Fire
- Health (food related occupancy only)
- Mechanical
- Zoning
- Vector Control (food related occupancy only)

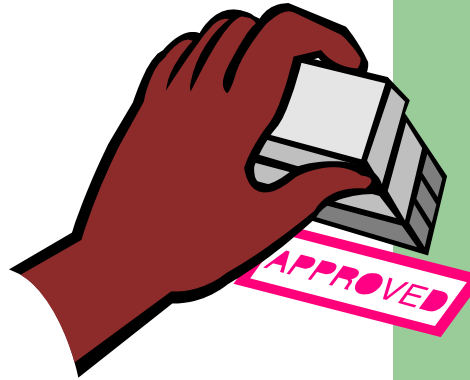


Cost

\$105 per permit + technology fee and up

Notes:

- Appointment Time: _____
- Estimated Review Time: _____
- Project Approval is ready on: _____
- Project Manager Name: _____
- Phone/Email: _____



Certificate of Occupancy

Development Services Department



Development Services Dept
 Frost Bank Building, 1st Floor
 2406 Leopard St.
 Corpus Christi, TX 78408
 Phone: 361-826-3240
 Fax: 361-826-4375
 E-mail: OpenForBusiness@cctexas.com

City of Corpus Christi

City of Corpus Christi

*Helping Build OUR Community
By Providing The Best Service
Possible*

(361) 826-3240

Certificate of Occupancy

Congratulations!

You have taken a big step opening your own business! By now, you may have selected a location, business name, materials, colors, and sizes, or even employed a professional engineer or architect to help you manage your project.

Before you get started, there are some important items to consider such as:

- What approvals or permits are required?
- Is my business allowed in the location I have or will select?
- Will it require any special permits from other City, State, or Agency?
- What does the Health Department look for?
- Why is the Fire Department reviewing my project?



We're here to take the guess work out of your project!

While it may seem confusing, we're here to help make your project a success.

What is Required?

Certificates of Occupancy allow the city and the public to rest assured the business you open is safe to occupy and conduct business out of. A certificate of occupancy generates several inspections such as fire, health, vector, building, mechanical, and plumbing to name a few.

These inspections verify the safety of the building and when all approved, generate a certificate that is hung in your establishment telling your customers and the public you are safe and ready to go!

A general site plan showing the location of your business in relation to other structures on the lot and the general location of tables, chairs, bars, furniture, etc. is required. For example, a restaurant will need to show table locations so we may ensure the foot traffic flow is adequate and does not become an issue should an emergency occur in the building.

In general, an application for a certificate of occupancy is required to begin the process. If your project will have electrical, mechanical, or plumbing components, a detailed listing of those components will be required.

Depending on your business type, other agencies for the state or county may require a review and approval of your project. Our project managers will discuss this in detail with you.

What to Expect

If you are seeking general information, one of our early assistance staff will discuss your needs. You can then call us when you are ready to proceed with your project.

If you are ready to go, one of our project managers will

assist in getting the necessary approvals to get your project off and running. This may entail dropping off a set of plans for our review and depending on the complexity, a 24-48 hour turnaround time. They can also help you schedule inspections for the necessary approvals to get you open for business. You may schedule an appointment or simply walk in to our office and ask to speak to an Over the Counter Project Manager.

How Much Does It Cost?

Permits costs start at \$108. Prices will vary depending on the project type, scope, complexity, etc. A project manager can provide you with an estimated fees list to help you plan your project.



Let's Get Building Corpus Christi!

City of Corpus Christi

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