



# BUILDING OCCUPANCY APPLICATION

## City of Webster

### BUILDING DEPARTMENT

**Office Hours**

Mon.-Thur. 7:30am-5:30pm

Friday 7:30am-11:30am

[www.cityofwebster.com](http://www.cityofwebster.com)

101 Pennsylvania Ave. ❖ Webster, TX 77598

Phone: (281) 338-2925 FAX (281) 316-4128

### UTILITIES RECONNECTION & INSPECTIONS

*(Required to obtain a Certificate of Occupancy)*

Name of Business: \_\_\_\_\_

New Business: \_\_\_\_\_ Change of Ownership \_\_\_\_\_ Mgmt use only \_\_\_\_\_  
(90 days only)

Business Address: \_\_\_\_\_

City \_\_\_\_\_ State TX Zip \_\_\_\_\_

Business phone: \_\_\_\_\_ FAX #: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Owner of Business: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone# \_\_\_\_\_

(as it is to appear on the Certificate of Occupancy)

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**\*FOR OFFICE USE ONLY\***

Zoning Official \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Building Official \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

**❖ AWARE NO CONSTRUCTION AUTHORIZED\***

- Prior to opening business, owner/occupant must call in a final inspection to be done both by the Building Department and Fire Marshal's Office and inspections must pass in order to obtain a Certificate of Occupancy. \_\_\_\_\_

Initials