



## BUILDING PERMIT DEPARTMENT

City of Magnolia  
18111 Buddy Riley Blvd.  
Magnolia, TX 77354  
Phone No. (281) 356-2266 Option 1  
Fax No. (281) 259-7811

### APPLICATION FOR CERTIFICATE OF OCCUPANCY

PROPERTY ADDRESS: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Present use: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Name of business: \_\_\_\_\_

Office Use Only  
Change of Use?

☐ Yes ☐ No

Applicant name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Property owner: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Tenant: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Will there be any structural, electrical, plumbing, or HVAC changes to accommodate the new occupancy?

If yes, explain: \_\_\_\_\_

Square footage of space you will be occupying: \_\_\_\_\_

*I hereby certify that the work covered by this application is authorized by the owner in fact and that I am authorized to make this application. I further certify that the information shown above is true and correct, and I agree to comply with all of the applicable city codes and ordinances, and laws of the state of Texas, and the approved plat, plan, and specifications. I further certify that I will obtain all necessary permits for any site or building work I will undertake and that this form does not serve as a permit application.*

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

☐ Issue ☐ Do Not Issue

Date: \_\_\_\_\_

Occupant Load: \_\_\_\_\_

Water Tap Size(s): \_\_\_\_\_

Occupancy Group: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Independent Exits: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Cash ☐ Check (# \_\_\_\_\_) ☐ M.O.

Taken by: \_\_\_\_\_