



CITY OF MONTGOMERY
P.O. BOX 708
MONTGOMERY, TX 77356
PHONE: 936-597-6434 FAX: 936-597-6437
www.montgomerytexas.gov

New Occupancy Permit

PERMIT NUMBER:

Name of Business: _____

Business Owner: _____

Business Address: _____

Phone Number: _____ | Cell Number: _____

Mailing Address: _____

City: _____ | State: _____ | Zip Code: _____

TOTAL COST DUE: \$60 | Receipt # _____

I hereby certify that I have read and examined this application and know the same to be true & correct. All provisions of law and ordinances governing this type of work will be complied with whether or not specified herein. The granting of this permit does not presume to give authority to violate or cancel the provisions of any state or local law office regulating construction of the performance of construction.

Applicant Name (print) _____

Applicant Signature _____

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR PUBLIC UTILITIES, ELECTRICAL, PLUMBING, HEATING, VENTILATION, AIR CONDITIONING, GRADING, ALARMS, ROOFING, LANDSCAPING, FIRE SPRINKLERS AND LAWN SPRINKLERS.

OFFICE USE ONLY

ACCEPTED BY: _____ DATE: _____

ISSUED BY: _____ DATE: _____

CERTIFICATES OF OCCUPANCY THE CITY OF MONTGOMERY, TEXAS

Just as with many other cities, the City of Montgomery performs a Certificate of Occupancy building inspection whenever there is a Change in Use and/or Change in Ownership (Tenancy) for a commercial building or structure. Both the Use and the Ownership/Tenancy Certificate of Occupancy are meant as a public safety inspection for the use of the building for those who work or shop in the business.

Change in Use – This occurs when there is a change in the type of use in the building. For example, if a space that had formerly housed a restaurant plans to change to a dry cleaners. The inspection is for life-safety issues and is not intended to be a complete inspection that brings the building completely up to the current Building Codes. In some cases, all that may be required could be an illuminated fire exit sign (2006 IBC 1011 or 2015 IBC 1013). However, each building is different and may involve other health and safety issues before the public can use the building or structure. Any changes in structural components or mechanical, plumbing or electrical systems will require permits and inspections before covering

You will also need to have a life & safety inspection from the Montgomery County Fire Marshal's office anytime there is a change in use (not tenant). The inspection is \$50 and the appointment is made through their office. They can be reached at 936-538-8288

Change in Ownership/Tenancy – This occurs when a new Owner or Tenant intends to take control of a building or structure. For example, a space that had formerly housed a clothing shop gets a new Tenant: the use as a clothing shop does not change, but the building is nevertheless inspected for the safety of the new Tenant and the public before the shop can be reopened. The inspection is for life-safety issues and is not intended to be a complete inspection that brings the building completely up to the current Building Codes. Any items in the building that the Building Inspector determines may need correcting may be remedied by the new Tenant and/or the shop's Owner, and is not directed in any manner by the City.

Inspection Fee – A Certificate of Occupancy inspection fee of \$50.00 is required before the new Change in Use or Change in Ownership/Tenant can open to the public. A follow-up inspection to inspect anything found out of code during the first inspection is \$75.00.

Normally, an inspection can be made within two days of a written request, but if an urgent inspection is needed, a special scheduled inspection may be arranged for an additional \$75.00 fee, if scheduling can be arranged.