



since 1987

# CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive  
Cottonwood Shores, TX 78657  
Phone # 830-693-3830 • Fax # 830-693-6436  
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Website: [www.cottonwoodshores.org](http://www.cottonwoodshores.org)



## CERTIFICATE OF OCCUPANCY APPLICATION

Application is hereby made to the City of Cottonwood Shores, Texas for a Certificate of Occupancy for the property located at \_\_\_\_\_ (herein the "Property")

In accordance with representations and in full conformity with the provisions and regulations of all City Ordinances, whether specified or not.

### PROPERTY TO BE OCCUPIED:

Property Location/Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Type of Building: \_\_\_\_\_

Occupancy Type: \_\_\_\_\_ Single Family; \_\_\_\_\_ Multi-Family; \_\_\_\_\_ Commercial; \_\_\_\_\_ Retail; \_\_\_\_\_ Industrial; \_\_\_\_\_ Other \_\_\_\_\_;

Date Occupancy will begin: \_\_\_\_\_ If Temporary Occupancy, Date of Completion: \_\_\_\_\_.

Zoning Category for Property: \_\_\_\_\_ Variance(s) \_\_\_\_\_

### OWNER / OCCUPANT INFORMATION:

Property Owner(s): \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupant(s): \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupant(s): \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### OCCUPANCY / USES:

Number of Permanent Occupants: \_\_\_\_\_ If Customers to enter the property, total number at any given time: \_\_\_\_\_

Parking, Location and Number of Spaces: \_\_\_\_\_

List each use for which the property will be used: \_\_\_\_\_

\_\_\_\_\_

### ACKNOWLEDGMENT:

By my signing this document, I verify that I have read the forgoing application and filled in all applicable information, attaching all documentation that supports this request. I certify that all information is true and correct to the best of my knowledge. Additionally, I understand that it will be my responsibility to ensure at all times compliance with the applicable laws for the State, Federal Government and the City with respect to the permit which may be issued for this property. Any changes made to the property which alters the use or occupancy must be with the approval of the Building Inspector. Failure to use and occupy the property in compliance with the applicable State, Federal and City requirements may result in a stop work order being issued for which I agree to cease all work until approved by the a Building Inspector or the certificate of occupancy being revoked. Approval of this certificate does not constitute an agreement to use or occupy the premises contrary to State, Federal or City Requirements.

**BEFORE ME** the undersigned authority, on this day personally appeared \_\_\_\_\_  
(Applicants Name)

Who hereby solemnly swears that the above statements concerning the above described project are true and that he/she is the owner of said structure or has been authorized by the owner(s) to act as an agent in procuring the certificate herein requested.

Notary Public: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

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

(Notary Seal)

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

\*\*\*\*\*  
**BUILDING INSPECTOR (Official Use Only)**

\_\_\_\_ Approved

\_\_\_\_ Approved as Modified

\_\_\_\_ Denied

Building Inspector Signature: \_\_\_\_\_

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

Comments or Reason for Denial: \_\_\_\_\_

\_\_\_\_\_