



since 1987

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive
Cottonwood Shores, TX 78657
Phone # 830-693-3830 • Fax # 830-693-6436
Email: cityinspector@cottonwoodshores.org
Website: 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: _____
