

Certificate of Occupancy Instructions

ITEMS REQUIRED TO BE SUBMITTED

CERTIFICATE OF OCCUPANCY APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/3110/Certificate-of-Occupancy-Application>

FEES - *Application fees must be paid when an application is submitted to the City.*

<https://www.annatexas.gov/DocumentCenter/View/3173/Building-Permit-Fees>

The City cannot accept an application that does not have all the required submittal items listed above.

PROCESS AND TIMING

The time it takes to review and approve permits depends on the complexity and completeness of the application and how quickly and thoroughly responses are received from the Applicant when the Department asks for corrections to plans or additional information to process a permit.

PLEASE EMAIL QUESTIONS TO PERMITS@ANNATEXAS.GOV.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.