



City of Stafford

2610 South Main
Office Number (281) 261-3940

Stafford, Texas 77477
Fax Number (281) 261-3939

Commercial Change of Occupancy

| | | | |
|---|--------------------------------|---|----------------------|
| Site Address: | | Subdivision: | |
| Applicant Name: | | | |
| Mailing Address: | | Phone Number: | |
| Emergency Contact: | | Phone Number: | |
| Owner Name (Individual): | | Driver's License Number: | |
| Home Address: | | Home Number: | |
| Cell Phone Number: | | Fax Number: | |
| Email Address: | | | |
| Name of Previous Business: | | | |
| Name of Proposed Business **: | | | Number of Employees: |
| Type of Business: | Existing Square Feet of Space: | Proposed Square Feet of Space: | Occupancy Load: |
| Use of Building: | Hours of Operation: | Move in Date: | |
| Does your business hold any state license or registration: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a copy | | | |
| <p>SEPARATE PERMITS ARE REQUIRED FOR REMODELING, ELECTRICAL, PLUMBING, HEATING, VENTILATION AND AIR CONDITIONING.</p> <p>BY SIGNING BELOW, I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT, THE GRANTING OF A CERTIFICATE OF OCCUPANCY DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW RELATING TO CONSTRUCTION OR PERFORMANCE OF CONSTRUCTION.</p> <p>I AM AWARE THAT I MUST APPLY FOR AND RECEIVE A SIGN PERMIT BEFORE I ERECT ANY SIGN IN THE CITY OF STAFFORD.</p> | | Office use only: | |
| | | Permit #: | |
| Printed Name: | | State License Number: | |
| Signature: | | Zoning Designation: | |
| Title: | | Zoning: Use, Parking, Landscaping <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |
| Date: | | Building: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |
| | | Health: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Date: |
| | | Certificate of Occupancy Fee: | \$ 100.00 |

** The name of the business will be printed on your Certificate of Occupancy, please ensure this information is clear and accurate.