



CITY OF
TROY

Phone: (254) 938-2505

Fax: (254) 938-0440

201 E. Main St.
Troy, Texas 76579

Certificate of Occupancy Application

Name/Description:			Permit #
Project Address:			Sq. Ft.
Lot:	Block:	Subdivision:	
INTENDED USE OF SPACE:			
Total Occupancy of Building:		Zoning District:	

Owner Information			
Company Name:		Contact Person:	
Street Address:		Phone Number:	
Email:	Fax Number:	Mobile Number:	

Tenant Information			
Company Name:		Contact Person:	
Street Address:		Phone Number:	
Email:	Fax Number:	Mobile Number:	

Does your business involve the storage, sale or use of the following: (Check all that apply)

- | | | | |
|---|---|---|------------------------------------|
| ☐ Painting with flammables | ☐ Dry Cleaning Solvents | ☐ Flammable/combustible liquids (10 gallons or more) | ☐ Alcohol |
| ☐ Combustible Fibers | ☐ Dust producing process | ☐ Floor drains in building | ☐ Smoking |
| ☐ Cellulose Nitrate Film | ☐ Explosives/Ammunition | ☐ Food and/or beverage processing, storage or sales | ☐ Fireworks |
| ☐ Compressed Gas | ☐ Recycling Waste | ☐ Food products | |
| ☐ Liquid Propane Gas | ☐ Magnesium | ☐ High piled stock (over 12' in height) | |
| ☐ Vehicle Repair Garage | ☐ Vehicles in Building | ☐ Poisonous or hazardous chemicals/acids | |
| ☐ Welding or Cutting | ☐ Woodworking | ☐ X-ray Development | |

****Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials.****

List any material discharged into the drainage system, ground, or atmosphere: _____

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

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 or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

	Approved By	Date	Comments
Building Department			
PW Department			
Fire Department			
Health Permit:			

Issued By: _____ Date Rec'd #: _____



Certificate of Occupancy Inspection Information

NOTE: A BUILDING PERMIT is required for any alteration or construction work.

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

- 1 - Complete Certificate of Occupancy application.
- 2 - Return application to the city.
- 3 - Request a Certificate of Occupancy inspection by calling (254) 938-2505, Faxing: (254) 938-0440, or Email: tdoehre@troytx.gov
- 4 - Post your approved permit application (Tape to door or window).
- 5 - Have space or building open from the hours of 8:00 a.m. – 5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

- 1 - Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
- 2 - When required, illuminated exit signs must be in good working order.
- 3 - Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
- 4 - Every space must have 24-hour access to the electric panel which serves that space.
- 5 - Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
- 6 - Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
- 7 - Added electrical fixtures and outlets must comply with the 2008 National Electric Code.
- 8 - Hose bibs should have vacuum breakers.
- 9 - Plumbing fixtures must be in good working order.
- 10 - Any unused plumbing must be properly capped.
- 11 - Gas appliances and heaters must be properly vented and installed.