

City of Tioga, 600 Main Street, P.O. Box 206, Tioga, Texas 76271

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Name of Occupant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Street Address of building to be occupied : \_\_\_\_\_

Occupancy of Structure:      Residential / Commercial (circle one)

A certificate of occupancy must be issued on all buildings/structures in all zoning districts when a new occupancy occurs, or occupancy changes. The certificate of occupancy must be accompanied by a safety checklist of inspection, covering all items that will be inspected. Said certificate must be obtained before the utilities are turned on the building/structure is occupied.

The fee for the certificate of occupancy is \$10.00 and may be paid by either the landlord or the tenant. If the initial inspection finds the property does not pass the safety inspection, the designee appointed to inspect the property will issue a list of repairs that must be completed before the certificate of occupancy is issued. When the repairs are completed, the designee will re-inspect the property and if the repairs are in order, will issue the Certificate of Occupancy. The fee for the additional and/or any other additional inspections made until the building passes the inspection is \$10.00.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CITY OF TIOGA CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST**

**ELECTRICAL**

1. Plug and Switch Covers \_\_\_\_\_
2. Plug/Switches \_\_\_\_\_
3. Light Fixtures \_\_\_\_\_
4. Fuse Panel and Breaker Box Covers \_\_\_\_\_
5. Breakers or Fuses \_\_\_\_\_
6. Exposed and/or naked wiring \_\_\_\_\_
7. Smoke Detectors \_\_\_\_\_
8. Other \_\_\_\_\_

**STRUCTURAL**

1. Exterior doors \_\_\_\_\_
2. Windows (replace broken glass) \_\_\_\_\_
3. Porches (ck for dangerously unstable) \_\_\_\_\_
4. Floors (ck for dangerously unstable) \_\_\_\_\_
5. Walls (ck for holes to outside) \_\_\_\_\_
6. Ceiling (ck for damage that makes it unsafe) \_\_\_\_\_
7. Address posted that can be seen from street \_\_\_\_\_
8. Other \_\_\_\_\_

**PLUMBING**

1. Drains-lavatory, sink, tub, shower, washer \_\_\_\_\_
2. Faucets-lavatory, sink, tub, shower, washer \_\_\_\_\_
3. Toilets \_\_\_\_\_
4. Exposed vent stacks for drains \_\_\_\_\_
5. Water heater vents through roof \_\_\_\_\_
6. Exposed water pipes or drain pipes \_\_\_\_\_
7. Other \_\_\_\_\_

**ADDITIONAL PLUMBING REGULATIONS PER TCEQ**

***Residential***

1. Check for private water well hooked into public system \_\_\_\_\_
2. Check for lawn sprinkler or watering devices for livestock hooked into public water system \_\_\_\_\_
3. Check for ball-cock in commode tank. Must be anti-siphon type with valve above water line \_\_\_\_\_
4. Check for pressure temperature valve on water heater \_\_\_\_\_
5. Check for vacuum breakers on all outside hose bibs \_\_\_\_\_

***Commercial***

1. Check for grease trap at cafes and restaurants \_\_\_\_\_
2. Check for back-flow devices on car washes and laundries \_\_\_\_\_