



Office Only
C/O # _____
Receipt # _____

Certificate of Occupancy Permit

Project Address:		Date:			
Zoning:					
Applicant:		Phone:			
Type of Permit:					
<input type="checkbox"/> New Construction <input type="checkbox"/> Remodeling <input type="checkbox"/> Change of Name <input type="checkbox"/> Clean & Show <input type="checkbox"/> Shell Building <input type="checkbox"/> In-home daycare: Are you the Primary Resident of the Project Address: Yes / No					
Contractor	Address	City, State Zip	Phone		
Electric:					
Plumbing:					
Building:					
Property Owner:					
Type of Occupation:					
Square Footage:					
<u>Gas</u> Yes / No	<u>Electric</u> Yes / No	<u>Plumbing</u> Yes / No	<u>Smoke Alarms</u> Yes / No	<u>Mechanical</u> Yes/No	<u>Irrigation</u> Yes / No
A separate permit is required for each tenant space and/or building					
AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE, OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. ALL PERMITS REQUIRE A FINAL INSPECTION.					
I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER, AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.					
Printed Name of Applicant: _____		Date: _____			
Signature of Applicant: _____					
Please have the following departments sign in order stated					
	Inspection Dept	Signature	Approved / Denied	Date	
1	Zoning In Office		Yes / No		
2	Building 903-935-4455		Yes / No		

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The City of Marshall makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the City. Copies of the City of Marshall adopted codes and Zoning Ordinances can be found on the city website at www.marshalltexas.net or at the City of Marshall Planning & Development Department located at 401 S. Alamo St., Marshall, TX 75672.

***All Utilities must be turned on prior to Certificate of Occupancy Permit.**