

CERTIFICATE OF OCCUPANCY WORKFLOW

1 APPLICATION

SUBMIT APPLICATION

Include all required attachments.
Incomplete apps result in delay.

PAYMENT

Make payment for application fee.
\$125 or \$190 if electricity re-connection is needed.

DIRECTOR'S REVIEW

Director will review cofo application, allow 1-2 business days for review. If application gets approved, applicant will receive call to schedule 1st (building) inspection.

2 Inspections

BUILDING INSPECTION

Applicant will receive call to schedule Bldg inspection.

CODE COMPLIANCE INSPECTION

Applicant will receive call to schedule CC inspection.

FIRE MARSHALL INSPECTION

Applicant will receive call to schedule FM inspection.

HEALTH INSPECTION *IF APPLICABLE*

Applicant will receive call to schedule FM inspection.

FINAL REVIEW

PLANNING & ZONING OFFICIAL REVIEW

PICK UP CERTIFICATE

Applicant will receive call when Certificate is ready for pick up.

DISPLAY

Permit MUST be displayed in clear, visible area. **OPEN FOR BUSINESS**

Please note that the Certificate of Occupancy application process may take <u>2-3 weeks</u>. Delays may occur due to incomplete application submissions and/or negative inspection results. To ensure optimal efficiency, the applicant should be prepared to meet all regulations per Leon Valley City Code, which can be accessed by visiting <u>www.leonvalleytexas.gov</u> and selecting "Code of Ordinances". A sample copy of the Code Compliance Inspection Checklist has also been included with this packet for applicant review.