

City of Richwood  
**NEW CONSTRUCTION COMMERCIAL CERTIFICATE OF  
 OCCUPANCY APPLICATION**

<sup>th</sup> 1800 Brazosport Blvd.  
 Telephone: 979-265-2082 Fax: 979-265-7345

In order for the City of Richwood to issue a Certificate of Occupancy, the following must be submitted **with** the application and **before** the space is occupied.

- 1 CD of plans(PDF format)
- Energy Rough and Final Reports

All final inspections, *if applicable*, must be scheduled and approved **before** the Certificate of Occupancy can be issued. *Incomplete applications will not be accepted.*

**Building Permit:** \_\_\_\_\_

**Plumbing Permit:** \_\_\_\_\_

**Electrical Permit:** \_\_\_\_\_

**Mechanical Permit:** \_\_\_\_\_

**Sign Permit:** \_\_\_\_\_

**Tenant Information:**

Applicant Name:	Applicant Phone Number:
Business Name:	Business Owner:
Business Address:	Business Phone Number:
Type of Business:	Previous Type of Business:

**Property Owner Information:**

Property Owner:	Contact Name:
Owner Physical Address:	Owner Phone Number:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**OFFICIAL USE ONLY**

**Building Official:** \_\_\_\_\_

**Fire Marshal Office:** \_\_\_\_\_

Approved  Denied

Approved  Denied

Classification: \_\_\_\_\_ Group: \_\_\_\_\_ Type of Construction: \_\_\_\_\_ Occupant Load: \_\_\_\_\_