



CITY OF BALCONES HEIGHTS

3300 Hillcrest
Balcones Heights, Texas 78201

APPLICATION FOR PERMANENT/TEMPORARY CERTIFICATE OF OCCUPANCY

Type of Request: Permanent Request \$150.00 Temporary Request (90 Day Max) \$75.00
* See Below

Project/Business Name

Project/Business Address

Applicant Name

Phone #

Address

City/State/Zip

Sales Tax Number

Sq ft

I hereby certify that this application is a formal request for a Certificate of Occupancy form the City of Balcones Heights and that the area being occupied has not been altered, modified or otherwise had any form of construction, electrical, plumbing, mechanical, or renovate work performed prior to this application. I also acknowledge that if any work is performed in the future to this address/structure, I shall be responsible for obtaining ALL applicable permits from the City of Balcones Heights PRIOR to any work being performed.

Applicants Signature

Date

TEMPORARY PERMIT: _____ DAYS

This permit is declared void within this amount of time unless ALL of the following stipulations are met:

- _____
- _____
- _____
- _____
- _____
- _____

City of Balcones Heights Building Inspections/Fire Chief

Date