

Change of Occupancy Requirements

Certificates of Occupancy will be required for any of the following:

- Occupancy and use of a building hereafter erected or structurally altered (if there is any structural alterations of the building a Commercial Finish-Out application may be required).
- Change in use of an existing building to a use of a different classification.
- No such occupancy, use or change of use, shall take place until a Certificate of Occupancy therefor shall have been issued by the City Building Official.

Please click on the Customer Portal below to apply for a Certificate of Occupancy. The application will be processed and a payment notification will be sent. Once the fees have been paid, inspections can be done.

For the Building Final inspection, the customer will need to login to MPN to request this inspection. Inspections requested before 4:00 p.m. will be done the next business day and inspection requested after 4:00 p.m. will be done in two (2) business days. Building final inspections are done from 9:00 a.m. until 3:00 p.m.

For the Fire Occupancy Final inspection, the customer will need to call 512-528-2748 to request this inspection. The Fire Marshall's office will contact the customer to schedule a time for the inspection.

Building Final Inspection	\$ 40.00
Fire Certificate of Occupancy Inspection less than 10,000 sq. ft.	\$ 50.00
Fire Certificate of Occupancy Inspection greater than 10,000 sq. ft.	\$100.00
Technology Fee	\$ 10.00

Apply

Customer Portal