



Change of Tenant – Same Use

In compliance with 2015 IBC and 2015 IECC

A permit is required for a Change of Tenant – Same Use.

Please click on the Customer Portal below to fill out the application for a Change of Tenant – Same Use permit. *A site plan indicating parking spaces and a floor plan of the business are required to be attached to the online permit application as PDF files.* The application will go through the plan review process. Once the application has been approved, a payment notification will be sent. Inspections can be requested after the fees have been paid and the permit issued.

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