



# CITY OF SNYDER, TEXAS

Building Inspections | 1925 24th St, Snyder, TX 79549  
(325) 573-4959 | [planning@snydertx.gov](mailto:planning@snydertx.gov)

## Certificate of Occupancy Submittal Guideline

### General Information

- The fee for a Certificate of Occupancy inspection is \$75.00. This fee must be paid at the time of application.
- Upon submission of application and remittance of the application fee, an on-site walkthrough with the Building Official and Fire Marshal will be scheduled.
- A Certificate of Occupancy inspection is required for the following:
  - A new commercial building and/or structure
  - A new owner for an existing building, structure, or business
  - A new use, tenant, or occupancy in an existing building, structure, or tenant space
  - A remodeled, altered, or expanded building, structure, or tenant space
  - A change in name of an existing business
  - Other (examples: commercial parking lot, non-commercial use of a commercial space)
- A Certificate of Occupancy certificate will be issued when all departments performing inspections have given their approval.
  - A building cannot be occupied prior to receiving a Certificate of Occupancy
  - You will be notified when your Certificate of Occupancy has been issued
  - You are required to post your Certificate of Occupancy in a conspicuous location



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## Certificate of Occupancy Application

Date:	
Business Name:	Address:
Tenant Contact Name:	Phone:
Will there be any alterations to the building? <input type="checkbox"/> YES <input type="checkbox"/> NO	

If yes, **STOP!** Building Permit Application is required. See Building Inspections staff for instructions.

Business Use (Example: Retail, Office, Restaurant, etc.):	
Square Footage:	
Will there be a living space? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Gas Meter Release Needed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Gas Supplier:
Plumbing Contractor:	
Electric Meter Release Needed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Electric Supplier:
Is this business equipped with an automatic fire sprinkler? <input type="checkbox"/> YES <input type="checkbox"/> NO	
**If Storage, what type of materials will be stored?	
**Will material be stored above 12' in height? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you completed the Customer Service Inspections for required backflow? <input type="checkbox"/> YES <input type="checkbox"/> NO	

I certify that the use(s) listed above represent ALL use(s) which shall be conducted on the premises and I understand that additional uses may not take place without my applying for, and receiving, an amended certificate. I further understand that if this application is approved, the holder is responsible for abiding by all laws, ordinances, and regulations of the City of Snyder.	
Applicant Printed Name:	Signature:
Phone:	Email: