

CITY OF LA PORTE, TEXAS

CALL 281-471-5020 or 281-470-5073

Tenant Occupancy Permits General Information

When is a tenant occupancy permit required?

Any time a new tenant moves into a commercial lease space or takes over a commercial building, the tenant is required to obtain a Certificate of Occupancy. The purpose is to ensure that the proposed business is allowed in that zone and that the building meets requirements of the current zoning and building codes. Once the required inspections are approved, the City of La Porte will issue a Certificate of Occupancy to the tenant.

Your business cannot operate without a Certificate of Occupancy.

Fee:

The fee for this permit is \$ _____

Required Inspections:

Building Inspection -check building, electrical, plumbing and mechanical work to ensure that all aspects meet the minimum code requirements *Fire Marshal* -checks exit signs and safety requirements required by the fire code *Code Enforcement* -checks for handicap signage, parking, dumpster screening, etc

It is the responsibility of the applicant to re-schedule inspections.

Electricity:

If the tenant needs the electricity turned on or transferred to their name, we can schedule an Electric Reconnect or Electric Transfer inspection with the Tenant Occupancy inspections; however, if corrections need to be made to the electrical work, a licensed electrician must obtain a permit to do the work. Once approved the inspection will be faxed to CenterPoint.

Signs:

A sign contractor should apply for a sign permit. The permit will not be issued until the Certificate of Occupancy has been issued. Refer to the zoning code for sign ordinance.