



Certificate of Occupancy Application

City of Hutto Development Services
500 W. Live Oak Street
Hutto, TX 78634
Phone: 512-846-2640
Fax: 512-759-5962
building@huttotx.gov
www.huttotx.gov
www.mypermitnow.org

- Change of Business Name
- Change of Ownership
- Change of Occupant/Use
- Change of Tenant

If your business is located in Old Town, be aware that projects at those addresses are subject to HPC approval. You do not need to complete this form if you are doing any construction work that will require a permit (such as walls or partitions, making additions and/or renovations to the electrical, plumbing or HVAC system, signage, etc.) for any REMODEL/FINISHOUT/ADDITIONS you are required to submit plans for review and obtain a building permit. A Certificate of Occupancy will be issued after all inspections required for your project are passed, including outside agencies (Williamson County Health Department Emergency Services District #3). **If any work begins before a permit is issued, the City will order a Stop Work Order and you will be assessed double the normal permit fees. Please contact WCESD #3 at 512-759-2616 and WILCO Health at 512-943-3600.**

APPLICANT INFORMATION (Owner or authorized agent) This will be the City's official contact for this application.

Applicant Name _____ Business Owners Name _____
 Business Name _____ Phone _____
 Address _____ City, State, Zip _____
 Email _____

PROPERTY INFORMATION Zoning District _____
 Business Address _____ Lease Space Sq. Ft. _____ No. of Restrooms _____
 Type of Business _____ Use of Space _____ No. of Exits _____

Fire Sprinkler Y N Fire Alarm Y N Public Access to Restrooms Yes No *If yes, must be equipped for ADA.*

Will you be installing or displaying any signs or banners? Yes No *If yes, a sign permit is required.*

PROPERTY OWNER INFORMATION
 Name _____ Phone _____
 Address _____ City, State, Zip _____
 Email _____

APPLICANT/PROPERTY OWNER AUTHORIZATION

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give Authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

 Applicant/Property Owner Signature Applicant/Property Owner Printed Name Date

FOR DEPARTMENT USE ONLY

Application Received	Received By	Approved to Issue By & Date Approved	Check # & Fees Paid	Permit Number
Occupancy Classification	Code Edition	Zoning Verified By & Date	Date CO Issued	Notes