



Certificate of Occupancy Checklist

- ☐ Certificate of Occupancy application submitted (no blanks).
- ☐ Copy of property deed or lease agreement
- ☐ Copy of Driver's License or ID Card
 - a. Once approved, a fee of **\$30.00** is to be paid
- ☐ Application to be submitted to the Utility Department, work order required for utility connectivity.
 - a. Once the work order is available, an inspection will be scheduled.
- ☐ A preliminary inspection is scheduled once the establishment is ready.
 - a. If the establishment requires any additional permits, please select on application.
 - Food Dealer's permit: **1-3 Employees \$50, 4-8 Employees \$60, 9-18 Employees \$70, more than 18 Employees is \$100.**
 - Beer and Wine **On premises \$87.50/ off premises \$30.00** (Note: Application with the City Secretary to be filed with the inspection department).
 - Late hours permit: any time after 12 AM; the fee is **\$125.00.**
 - Dance Hall permit: **\$300.00.**
 - Building, electrical, plumbing, mechanical, permits if required.
- ☐ A final inspection is scheduled.

Note: If the final inspection has been approved, the application will be submitted to the Inspection Department.

The Commercial Certificate of Occupancy application must be submitted to the City of Robstown with all FINAL approval signatures prior to business opening.

NO EXCEPTIONS