



Occupany Application

Applications can be emailed to the permits department at permits@cleveland.texas.gov

Please note that all new Occupancy Applications require proof of ownership, such as a Lease Agreement or Warranty Deed, to be submitted with the application. Before a Certificate of Occupancy can be issued, your building must pass two required inspections: A Fire Life Safety Inspection conducted by our Fire Department, and a Building Inspection performed by the City Inspector. These inspections will be scheduled once the permit has been paid in full.

Business Address: _____ Residential ___ Commercial ___

Business Name: _____ Type of Sales _____

Applicant Name _____ Phone _____

Address: _____ Email _____

Property Owner Name _____ Phone _____

Address: _____ Email _____

More Details

1. Will there be any remodeling done inside or outside the building? ___ Y ___ N
2. If yes, please describe: _____
3. Will you be needing the electricity transferred? ___ Y ___ N Entergy Account # _____
4. What is the square footage of the building? _____
5. What was the occupancy of the last tenant at the building? _____

Signature of Applicant

Date

Office Use Only

Permit Cost: _____

Warranty Deed: ___ Y ___ N

Permit Number: _____

City Inspection Date: _____

FD Inspection Date: _____

City Employee: _____