

City of Georgetown Inspection Services Department



Certificate of Occupancy Application

All Forms must be completed. Once complete, apply for a Certificate of Occupancy under the main Building Permit Number at www.mygovernmentonline.org w/forms. Building Final, Fire Final, Site Development Walkthrough Inspections, and all other related permits must be completed before any Certificate of Occupancy will be issued.

Type of Certificate of Occupancy?	Final Certificate of Occupancy	Temporary Certificate of Occupancy
Permit #	Site Development Plan #	
Name of Business (DBA):		
Business Street Address:	Suite#	Business Zip Code:
Name of Business/Tenant Owner:		
Mailing Address of Business Owner:		
City:	State:	Zip:
Business Owner Phone#	Business Owner Email:	
Property Owner Name/ Landlord if applicable:		
Property Owner Phone#	Property Owner Email:	

Please describe the type of business/activities the building or lease space will be used for (BE SPECIFIC):

Site Development Inspections		
Business owner Initial Here:		I understand it is my responsibility to request the Site Development Walk Through Inspections five (5) days prior to Planning Site Development /CO inspection, Engineering Site Development/CO inspection, and Landscape Planner Site Development/ CO inspection via online at www.mygovernmentonline.org under building permit number. I understand a Building Final inspection cannot be scheduled until those field inspections are scheduled and completed.
General Contractor Initial Here		

Issuing a Certificate of Occupancy		
Business owner Initial Here:		I understand if Temporary/Conditional Certificate of Occupancy is requested a letter must be received stating all outstanding conditions and the date conditions will be resolved signed by the Business Owner and the Contractor. Please allow up to two business days for review. Additional fees may be assessed. I understand utilities will not be transferred into business owner name until all inspections are complete, all record drawings, maintenance bonds, and letters of concurrence are submitted and accepted by the city. (See Site Walkthrough Checklist)
General Contractor Initial Here		

Transfer of Utility Billing Accounts		
Business owner Initial Here:		I understand utilities will not be transferred into the business owner's name until: <ul style="list-style-type: none"> • Building inspections, Fire inspections, & Site Development Inspections are complete and finalized. • All related permits such as Irrigation/Fire Alarm/Sign Permits/etc. are complete. • All Record Drawings, Maintenance Bonds, & Letters of Concurrence are submitted and accepted by the City.
General Contractor Initial Here		

Signature of Contractor	Printed Name	Date
Signature of Business Owner	Printed Name	Date

SITE PLAN CHECKLIST & REQUEST FOR SITE DEVELOPMENT WALK THORUGH FOR CERTIFICATE OF OCCUPANCY
PLANNING, ENGINEERING, AND LANDSCAPE PLANNER REQUIREMENTS



Date of Request:	Address:
Building Permit#	Site Development Plan #:
Contact Name:	Contact Phone Number:
Type of Certificate of Occupancy Requesting:	Final Or Conditional/Temporary

Contractor: Please initial by each requirement indicating requirement is complete. If a requirement is not complete, please provide written documentation stating reason why it is not complete and a time frame when the requirement will be completed. Please attach with this form.

Please upload the completed form when requesting the site walk through inspections via www.mygovernmentonline.org

PLANNING DEPARTMENT CERTIFICATE OF OCCUPANCY FIELD INSPECTION CHECKLIST	
	Site Inspection- scheduled via www.mygovernmentonline.org five (5) days in advance under building permit number
	Number of parking spaces, driveway design, drive thru stacking
	ADA parking spaces (painted and signed)
	Outside lighting: wall packs, parking lot lights (Light source shielded from view of ROW & adjacent property)
	Mechanical equipment: roof, ground, wall (screened from view from ROW or adjacent property including AC units, wall meters and roof vents)
	Dumpster enclosure (height exceeds container, materials, gates: opaque)
	Building materials, color, entryways and entrance treatments
	Articulation, design elements/architectural features, dimensions and setbacks
	All plantings (trees, shrubs, etc) installed as identified in the Landscape Plan, including all required bufferyards & screening areas
	Irrigation installed
	Grass or hydro mulch, mulching of planting beds
	Fencing provided, if proposed
	Special provisions per Site Development Plan Notes:
ENGINEER DEPARTMENT CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST	
	Site inspection scheduled via www.mygovernmentonline.org five (5) days in advance under building permit number
	Detention/Water Quality ponds
	Sidewalk installation
	Access connections provided for access easements
	Special provisions per Site Development Plan Notes
	Contact Engineering@georgetown.org to request an appointment to submit the following documents on a USB/or CD:
	MS4/Stormwater Permit Documents, if applicable:
	Notice of Change
	Notice of Termination
	Two Year Maintenance Bonds and Engineers Estimate, if applicable & submitted to Development Engineer A written guarantee that all workmanship and materials associated with public improvements shall be free of defects for a period of two years from the date of acceptance by the Development Engineer shall be provided to the City. A two-year maintenance bond in the amount of ten percent (10%) of the total construction cost of all workmanship and materials shall be submitted to the City per the approved City form. Forms are located at: https://udc.georgetown.org/development-manual/
	Record As-Built Drawings & Letter of Concurrence & submitted to Development Engineer Upon Completion of all required public improvements, the City may consider acceptance of the constructed public improvements only after record as-built drawings have been submitted to the City, which shall include a statement signed by a registered Professional Engineer that all improvements have been installed and constructed in accordance with the Unified Development Code.
LANDSCAPE PLANNER CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST	
	Site Inspection- scheduled via www.mygovernmentonline.org five (5) days in advance under building permit number
	Landscape Certificate of Compliance from Design Professional Received/ Landscape As Builts submitted to Landscape Planner
	Verify all required preserved trees are on site. Verify all required plantings have been installed per approved plans & are in good health. If there is a discrepancy, an updated landscape plan and additional tree mitigation will be required.

All Building Permits and required inspections must be resolved for all permits associated with the project in order to issue a Certificate of Occupancy. Associated permits may include: Site Development Plan, Fire Permits, Sign Permits, Swimming Pool Permits, Irrigation, etc.



Georgetown Utility Systems Non-Residential Service Initiation Application

Customer Care Center
300-1 Industrial Ave
Georgetown TX 78626
Phone: 512-930-3640
Toll Free: 888-474-4904
Fax: 512-930-3534
E-mail: customer care@georgetown.org

Company Name _____ Tax ID # _____

Service Address _____

Mailing Address _____

Contact Person _____ Phone _____

Work Phone _____ Date Service to be Activated _____

E-mail Address _____

Are you the property owner? Yes No

*****Confirmation of Service Initiation will be sent to Customer within 24 hours of processing*****

Fees:

- ▶ **\$30.00 Service Initiation fee** with all applications - May be paid with the application or added on the first bill.
- ▶ **Same Day Initiation Requests: \$50.00 additional charge.** - May be paid with the application or added on the first bill.

Deposit Requirements:

- ▶ Commercial customers: **Deposit equal to double an average bill at either (1) Service Address or (2) Comparable Address.**
(Minimum deposit amount is \$150.00)
- ▶ Deposit may be waived if one (1) of the following is met:
 - Applicant provides a letter of credit from a previous utility company showing no late payments for 36 months preceding the connect date. The business represented in the letter of credit must have the same owner and be of a similar size and usage as the business requesting services.
 - Applicant was a **prior** City of Georgetown customer with a 36 month satisfactory payment history.
 - Applicant provides a bank letter of credit or a surety bond, for the deposit amount, and containing terms specified by the Director of Finance and Administration may be accepted in lieu of a cash deposit.
 - Applicant elects to have his bill automatically drafted from a credit card or bank account for a guaranteed period of 12 months.
 - A current non-residential customer, who has a 36-month Satisfactory Payment History, can apply for utility service at another non-residential location without posting a deposit.
 - A deposit is not required of a current non-residential customer expanding an existing business into a contiguous space having separate meters, as long as that business has maintained a satisfactory payment history for the 12 months prior to the time of expansion; the name on the account is the same; and the account cannot stand on its own, if the original account closed.

General Information:

- **The City shall have the right of access to the Customer's Premises to set, read, remove, replace, or repair meters.**
- **Service Initiation requests received for Saturday, Sunday, or holidays** will be initiated on the preceding business day

I certify that I am eighteen years of age or older, that the above information is accurate, and that I will be responsible for payment of the entire bill upon termination of service. Additionally, if the City determines that I owe past due balances to the City, I will be responsible for payment of those balances and any associated fees before this application will be processed.

Signature _____

Date _____

The City of Georgetown and Caring Place sponsor **The Good Neighbor Fund** (used to assist citizens who occasionally need help paying their Utility Bill).

Yes, I would like to pledge to the Good Neighbor Fund each month. I understand that my pledge will be added to my monthly bill, and can be cancelled at any time by contacting the Utility Office.



Amount of Monthly Pledge: \$1 \$3 \$5 other (whole dollar amounts only please)



TEXAS DISPOSAL SYSTEMS

FL Container Site, Access and
Enclosure Dimension
Requirements

There are certain things to consider when setting up commercial refuse service. Commercial refuse trucks can weigh 60,000 lbs or more when fully loaded, can be up to 38 feet in length, 10 feet wide at the mirrors and 14 feet high. These trucks are top heavy and are not capable of sharp turns.

Each site has its own unique characteristics because of trees, overhead wires, driving surface, room to maneuver and access times due to customer requirements or city ordinances. When designing new enclosure sites, consider the following:

- **Entrance to and exit from the property:**
The ability to get on and off the property safely is first and foremost. We need a width of at least 12 feet to drive straight in and more if we have to approach the entrance or exit at an angle. We require 16 feet overhead clearance on driving surfaces and up to 22 feet of height at the dump site depending on the container size.
- **Driving surface:**
The driving surface should be strong enough to support the weight of a commercial truck. Deterioration of the driving surface should be expected and is considered normal wear and tear. This includes, but is not limited to, cracks and ruts. It can be reduced by the design and construction of a surface that meets commercial truck traffic specifications. **It is the customer's responsibility to provide and maintain the proper driving surface.**
Sites that are not upgraded with paved surfaces may be classified as "fair weather" stops. During wet weather a "fair weather" stop may not be serviced until surface conditions allow access.
- **Pad site and dump site:**
These sites need to be of sufficient construction to accommodate the container and the weight of the truck. See the attached enclosure dimension specifications.
Due to tree branches, overhead wires etc., some sites require the driver to pick up the container and back up or pull forward to dump the can.
- **Maneuverability:**
The driver will need room to turn the truck around on the property unless it is determined that backing out can be done safely.
- **Accessibility, noise and city ordinances:**
Some communities set limits on the hours that containers can be serviced due to the noise level of the truck when backing up and servicing containers. These limits can create additional challenges since many enclosure sites are harder to access during times of high traffic or vehicle occupancy. FL containers are accessed from the front; the path to the container must be clear in order to have service.
- **Enclosures:**
Refuse container enclosures should be considered "rough service" areas. They experience more wear and tear than most other structures. They also require maintenance to keep them safe, sanitary and usable. Wear and tear is to be expected and is considered normal. It can be reduced by adhering to the guidelines herein. **Maintenance is the responsibility of the customer or property owner.**

_____ Account Number
 _____ Customer
 _____ Service Address
 _____ City, TX. Zip Code

- I understand the site requirements for commercial refuse service and have received a copy of this handout.
 X _____
- I am a leasee of the building and am not responsible for the dumpster site maintenance.
 X _____