

**City of Georgetown Inspection Services Department**  
**Certificate of Occupancy/Temporary Tenant Application**



A NON-REFUNDABLE APPLICATION FEE IS DUE UPON SUBMITTAL. FEES LISTED AT <a href="http://permits.georgetown.org">permits.georgetown.org</a> AN ADDITIONAL PLANNING – SITE INSPECTION FEE OF \$50 MAY OR MAYNOT BE REQUIRED			
<input type="checkbox"/> Certificate of Occupancy		<input type="checkbox"/> Temporary Tenant (Property Owner/Landlord)	
Certificate of Occupancy Type:	New Tenant/Business Temp Tenant/Make Ready	Change of <i>Business</i> Ownership Change of <i>Building</i> Ownership	Previous Use or Type of Business:

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:	
Property Owner Phone#	Property Owner Email:

Please describe type of business/activities the building /lease space will be used for. Required: square feet of space <b>(BE SPECIFIC)</b> :

Do you need temporary electrical service? (Temp Tenant Only) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Dates Needed:      thru	Do you need temporary water? (Temp Tenant Only) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Dates Needed:      thru
Does the new location currently have electricity turned on? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the new location currently have water turned on? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be doing any type of remodeling to this space? <input type="checkbox"/> Yes <input type="checkbox"/> No	General Contractor Phone#
General Contractor Name:	General Contractor Email:

NOTICE TO APPLICANT- Any Certificate of Occupancy issued on the basis of incorrect information supplied on this application may be revoked. Signature of occupant or occupant's agent constitutes approval for city employees to enter the property for necessary inspections.

Signature of Applicant	Printed Name	Date

Please apply for the Certificate of Occupancy online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org) and upload all (3) completed forms, in PDF format, to your **online application request**.

Once your application is accepted, **please allow ten (10) business days for Planning and Zoning, Fire, and Building Inspection Departments to review your application.** Once the CO application is approved, inspections can be scheduled online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org). If you do not receive notification via email to schedule CO inspections after ten (10) business days, please email [permits@georgetown.org](mailto:permits@georgetown.org) with project number and address to check the status.

The Fire and Building Inspections are conducted Monday-Friday between 9:00am-3:30p.m. If the Fire Department cannot make it during this time, they will contact you to schedule.

After the Fire and Building Inspections have passed, a Certificate of Occupancy will be uploaded to the project files of your permit and emailed as well. Business cannot open to the public until Certificate of Occupancy is issued.



# City of Georgetown 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](mailto: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

**Please be aware that the rate for electric service has been established using historical load data. If you feel that your load factor is substantially different, after 90 days please visit our website at [gus.georgetown.org](http://gus.georgetown.org) to submit an application for electrical service review.**

**Fees:**

- ▶ **\$75.00 Service Initiation fee** with all applications - May be paid with the application or added on the first bill.
- ▶ **Same Day Initiation Requests: \$120.00 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 \_\_\_\_\_



## CERTIFICATE OF OCCUPANCY FREQUENTLY ASKED QUESTIONS

This document has been created as a guide to assist a business owner through the process of obtaining a certificate of occupancy from the City of Georgetown by answering some of the most common questions asked during the process.

### **When do I need a certificate of occupancy for my business?**

All businesses in the City of Georgetown require a valid certificate of occupancy prior to occupying the business space or opening to the general public. This applies to all stand-alone buildings as well as leasable tenant space in multi-tenant buildings. In addition, a certificate of occupancy is not transferrable. Anytime the business owner, business address or business name changes, a new certificate of occupancy is required.

### **How do I apply for a certificate of occupancy?**

Complete the attached certificate of occupancy application. Please allow up to seven (7) business days for processing before attempting to schedule initial inspections while zoning and other factors are evaluated.

### **What if I plan on remodeling before I open for business?**

Building remodels typically require separate permits depending on the type of work involved. This process is separate from the certificate of occupancy process and would generally take place before the certificate of occupancy can be issued.

### **Will the electricity need to be turned on for the certificate of occupancy inspections to take place?**

Electricity will be required before certain inspections can take place. If electricity is not currently connected, a "temporary connection of utilities" inspection will be required. After inspection passes, temporary power will be granted for a max of thirty days. All building and fire inspections must be scheduled and passed within thirty days.

### **Who do I need to contact for inspections?**

Once the certificate of occupancy application has been evaluated for proper zoning and the electricity is turned on to the property, building and fire inspections can be scheduled online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org) . Additional inspections from the health department and/or code enforcement may be required depending on the type of business. It is your responsibility as the business owner to schedule each of the required inspections and subsequent re-inspections.

Building Inspections- [www.mygovernmentonline.org](http://www.mygovernmentonline.org)

Health Inspections- (512)943-3620

### **What happens after all required inspections take place?**

When each of the required inspections has taken place and any violations found have been corrected and re-inspected, we will call you to pick up the certificate of occupancy . The certificate of occupancy is required to be clearly displayed on site in a conspicuous location.

**If you have any other questions about the certificate of occupancy process email [permits@georgetown.org](mailto:permits@georgetown.org)**



## Certificate of Occupancy and Change of Ownership Inspection Check List

**Commercial Business Locations:** A (C.O.) Certificate of Occupancy is required for change of ownership, change of tenant, and name change.

A Certificate of Occupancy requires inspections. The following inspections are typical examples and do not represent all inspections required to obtain a Certificate of Occupancy:

- Suite number on front and back doors of suite, building address numbers on front and back of building in contrasting colors.
- Address on electrical service meter.
- Hot water when required (Food Related Occupancy).
- Restrooms must be in working order.
- Trap primers at floor drains or trap seals.
- Backflow protection (vacuum breakers on hose bibs, ice makers, soda machines, etc.) & Test Results if Backflow has not been tested within last 12 months. Backflow Test Reports to be completed at [vepoll.com](http://vepoll.com) by licensed backflow tester. *\*This information is only needed if a backflow device is required\*.*
- Electrical cords not allowed (Extension cords).
- Post occupant load signs (assembly uses only).
- Electrical panel breakers must be full, no open slots. Dead fronts must be secure. Must have clear 3' path for access.
- GFCI protection on outlets within 6' of water source.
- Exit lights must be operational - If required, Emergency backup lights must be operational under ac and dc power.
- Provide a portable fire extinguisher of at least 24-10BC rating for each 3,000 square feet area or portion thereof, accessible within 75 feet of travel and inspected by a Texas licensed fire extinguisher company. Additional portable fire extinguishers may be required.
- Provide Fire Inspector with new keys to be locked in Knox Box

*Certificate of Occupancy inspections must be requested and passed within thirty (30) days. If you fail an inspection, it is your responsibility to make the corrections and re-request the inspections via [www.mygovernmentonline.org](http://www.mygovernmentonline.org).*

*If you fail to request the inspections, you are subject to power and/or water disconnection to suite/space if not corrected, re-requested and passed within thirty (30) days.*

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