

**DIRECTIONS TO APPLY FOR A CERTIFICATE OF OCCUPANCY FOR A REMODEL OR TENANT FINISH OUT.**

**DO NOT UPLOAD DIRECTLY TO PROJECT FILES**

**DO NOT EMAIL**

**YOU MUST APPLY ONLINE UNDER THE MAIN PERMIT.**

**Apply Online**

Jurisdiction and Request Type

Some jurisdictions do not accept online applications. If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

Country: United States State: Louisiana

Jurisdiction: Whoville

Project Type: Permit

Next



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Click for Mobile App.

3. Select

**'Add a Permit to an Existing Account'** option if you are applying for an Electrical, Mechanical or Plumbing permit that will be added on to an already issued building permit.



MY ACCOUNT HELP CONTACT PARTNERSHIP

Permits & Licensing Solution Center Planning & Zoning

Signed In As jane jane / Log Out



**Apply Online**

Jurisdiction and Request Type

Online Permitting Application

Get started on a new Application

Add a permit to an existing project

**SELECT ADD A PERMIT TO MY ACCOUNT**



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Click for Mobile App.

Welcome to our new site design. Please contact us with any questions. To view the old site click here.

4. Select an application type.

The screenshot shows the 'Apply Online' page on the MyGovernmentOnline website. The page has a header with the MGO logo and navigation buttons for 'Permits & Licensing', 'Solution Center', and 'Planning & Zoning'. The main content area is titled 'Apply Online' and contains several sections: 'Jurisdiction and Request Type', 'Online Permitting Application', and 'Select an Application Type'. The 'Select an Application Type' section has a dropdown menu open, showing options: '- Select an Option -', 'Certificate of Occupancy (New Tenant/Change of Ownership Only)', 'Electrical Permit', 'Irrigation Permit', 'Mechanical Permit', and 'Plumbing Permit'. There are 'Back' and 'Next' buttons below the dropdown. The MGO logo is visible in the bottom right corner of the page.

5. Enter Project number (permit number)

The screenshot shows the 'Apply Online' page on the MyGovernmentOnline website, specifically the 'Search Project' section. The page has a header with the MGO logo and navigation buttons for 'Permits & Licensing', 'Solution Center', and 'Planning & Zoning'. The main content area is titled 'Apply Online' and contains several sections: 'Jurisdiction and Request Type', 'Online Permitting Application', 'Select an Application Type', and 'Search Project'. The 'Search Project' section has a blue header and contains an information icon and text: 'In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise to apply for a new application [click here](#).' Below the text are five input fields: 'Project Number', 'Address', 'Business Name', 'First Name', and 'Last Name'. The 'Project Number' field is circled in red. There is a 'Search' button below the input fields. The 'Files Upload' section is visible at the bottom of the page.

6. Click on details



Permits & Licensing

Solution Center

Planning & Zoning

### Apply Online

Jurisdiction and Request Type \*

Online Permitting Application \*

Select an Application Type

Search Project \*

**i** In order to add a permit to an existing Building Permit you must begin by locating the existing Building Permit using the search form below. Use only ONE of the search fields below to access the existing Building Permit. Once you have found the existing Building Permit, click the "Details" button to confirm you have found the correct permit and then click "Select" to proceed. Otherwise to apply for a new application [click here](#)

Project Number	Address	Business Name	First Name	Last Name
<input type="text" value="32992"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search

#### Project NumberAddress

2016-32992 202 S AUSTIN AVE Bldg 2 GEORGETOWN TX 78626

Details



7. Hit the Select Button

The screenshot shows the MyGovernmentOnline website interface. At the top, there is a navigation bar with the MGD logo and the text "MyGovernmentOnline CREATED BY GOVERNMENT FOR GOVERNMENT". On the right side of the navigation bar, there are links for "MY ACCOUNT", "HELP", "CONTACT", and "PARTNERSH". Below the navigation bar, there are tabs for "Permits & Licensing", "Solution Center", and "Planning & Zoning". The user is signed in as "Jenny Cameron".

The main content area is titled "Apply Online" and includes a "Search Project" section. A search results modal is open, displaying details for project #2016-32992. The modal contains the following information:

- Project #**: 2016-32992
- Jurisdiction**: Georgetown
- Type**: Signs (PERMIT), Technology Fee (AccBldg, Fence, Roof, Demo, WtrSub, etc.)
- Create Date**: 2016-09-08T10:34:05.833
- Business**: Supreme Lending
- Applicant**: Miriam Rudy
- Physical Address**: 202 S AUSTIN AVE, 79626 GEORGETOWN, TX
- Mailing Address**: 202 South Austin Ave #2 Unit 106, Georgetown, TX
- Lot Number**: [Blank]
- SubDivision**: GEORGETOWN CITY OF
- Square Footage**: [Blank]
- Description**: Wait Sign and Change out panel of freestanding sign

A blue circle highlights the "+ Select" button in the top right corner of the modal. Below the modal, there is a "Project NumberAddress" table with the following data:

Project Number	Address
2016-32992	202 S AUSTIN AVE Blg 2 GEORGETOWN TX 78626

At the bottom of the page, there is a "Files Upload" section and the MGD logo.

8. Finish the questions and submit

9. We will send a notification either to pay or that permit has been issued.

10. Once notification is received you can access permits under the My Permits Tab on your customer portal page

**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](http://www.mygovernmentonline.org). Building Final, Fire Final, Final Site Development Inspections, and Certificate of Occupancy Inspections can be requested once forms are submitted, received, and processed Online under main permit number.

Type of Certificate of Occupancy?	Final Certificate of Occupancy	Temporary Certificate of Occupancy
Permit #	*Site Development Plan # (if applicable)	
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):**

<b>*Site Development Walk Through Inspections for Development Engineer, Planning Department, &amp; Landscape Planner</b>		
Business owner Initial Here:		I understand it is my responsibility to request the site development walk through five (5) business days prior to desired date of site inspection walk though for the Planning Department, Engineering Department, and the Urban Forester. Site must be compliant with approved Site Development Plan. Any deviations from Approved Site Development Plan must be approved prior to deviation. *If applicable
General Contractor Initial Here		

<b>Issuing a Certificate of Occupancy</b>		
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 for a Temporary/Conditional of Occupancy request. I understand if a Temporary/Conditional Occupancy is approved, it is valid for thirty (30) days only and is my responsibly to contact apply for a Certificate of Occupancy before the thirty (30) day expiration date. Additional fees will be accessed. 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 and a Certificate of Occupancy is issued. (See checklist in permit files for more details)
General Contractor Initial Here		

<b>Transfer of Utility Billing Accounts</b>		
Business owner Initial Here:		I understand utilities will not be transferred into the business owner's name until: <ul style="list-style-type: none"> <li>Building inspections, Fire inspections, &amp; Site Development Inspections are complete and finalized.</li> <li>All related permits such as Irrigation/Fire Alarm/Sign Permits/etc. are complete.</li> <li>If applicable: Record Drawings, Maint Bonds, &amp; Letters of Concurrence are submitted and accepted by the City.</li> <li>Certificate of Occupancy is issued. (Utilities will not be transferred in the event a Temporary/Conditional Certificate of Occupancy is issued)</li> </ul>
General Contractor Initial Here		

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



# 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 \_\_\_\_\_