

To expedite the processing of your Certificate of Occupancy, please be sure to provide our staff with current, detailed information.

If you require additional information or assistance regarding the Certificate of Occupancy process, you may contact the Building Safety of the Development Services at (956) 402-4210.

Please keep in mind

Any violations will need to be corrected before the issuance of a C/O.

If the use doesn't comply with the current zone, the C/O will not be issued.

A C/O is also considered a Business License.

All departments must approve the C/O before it is issued.

The proposed use must be in compliance with the 2012 International Building Code and all other City Ordinances.

Address to be placed on building: 6" or larger

Premise needs to be cleaned and maintained.



Contact us

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Director

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Development Assistance Specialist*

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Anaisa Licerio
Planner I

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Planner I

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Head Permit Clerk

Office Hours

Monday through Friday

8 A.M to 5 P.M

City of Pharr
Development Services Department
Development Assistance Center

118 S. Cage Blvd.
Pharr, Texas 78577
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HOW TO OBTAIN A CERTIFICATE OF OCCUPANCY



A Guide for Success

An Informational Brochure
published by the City of Pharr
Development Services Staff



What is a Certificate of Occupancy (C/O)?

A Certificate of Occupancy is a license issued by Development Services authorizing a building or structure to be used or occupied.

When is a C/O required?

A C/O is required for:

- * A new building.
- * A new owner for an existing building, or business.
- * A new use, tenant, or occupancy in an existing building, or tenant space.
- * A remodeled, altered, or expanded building or tenant space.
- * A change in name of an exiting business.
- * A change in location of an existing business .

When is the right time to apply for a C/O?

The C/O application must be submitted before you move anything into the building. No structure shall be occupied without first obtaining a C/O.

Where do I obtain an application for C/O?

The C/O application can be obtained at the building permit counter located at City Hall.

What is the cost of a C/O?

There is a \$25 application process fee due at submittal. Once all inspections have been conducted and the C/O has been approved a license fee of \$50 will be due.

How long does it take to obtain a C/O?

Please be aware that there are various departments that review and inspect the site. This process may take from 3 to 5 business days.

What happens if there are violations?

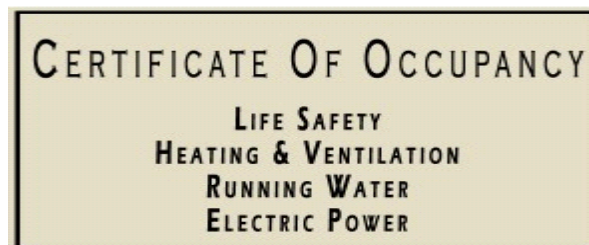
If there are violations during the inspection process, a correction notice will be issued. These violations will need to be corrected and a re-inspection will need to be scheduled. This process may take up to 10 business days.

What happens if my location does not comply with the zoning district?

You may contact Planning and Zoning to verify your business will be able to operate before any application is processed.

Phone Number (956) 402-4242

If the proposed use is not in compliance with the current zoning district, the application will be canceled and no further inspections will be conducted.



Certificate of Occupancy process:

- The owner and/or tenant must submit a completed C/O application to the Development Services, Building Safety Division. The C/O will be approved and issued when all departments performing inspections have given their approval and a building final has been secured from Building Safety Division.
- All applicants will be notified of any violations or when the C/O has been approved.
- All C/Os are required to be posted in a conspicuous location once received.

Can I obtain a temporary C/O?

Yes, a temporary C/O may be issued by the Building Official for the use of a portion or portions of a building/structure prior to final completion of the project. The portion that is proposed to be used must be safe to occupy and not pose any dangerous, life-threatening situations.

How long is the temporary C/O good for?

The duration of the temporary C/O will be determined by the Building Official as it relates to the remaining elements of the project yet to be completed. Periods of 30 days are often granted.

Contact information

Office: 956-402-4242

118 South Cage Blvd

Pharr, Tx 78577