

Looking to Occupy a Commercial Building?



A Certificate of Occupancy (CO) is required to occupy a business space or open to the general public. *This information guide may not address each situation that could result in the need for a certificate of occupancy as required by local ordinances or building codes. Please contact the local Building Official for additional assistance.

What is a commercial building?

Any building that is used for commercial activity including but not limited to commerce, retail, storage, industrial, machining, mechanic also includes multifamily residential larger than a duplex and churches regardless is open to the general public.

Who needs a Certificate of Occupancy?

All businesses in the City of Pittsburg require a valid Certificate of Occupancy prior to occupying the building or opening to the general public and/or turning on city utilities. This applies to all stand-alone buildings as well as leasable tenant space in multi-tenant building. In addition, a Certificate of Occupancy is not transferable.

When do I need a Certificate of Occupancy?

Anytime a building changes owners, the tenant changes, a new business moves in, a business changes the name, or the use of the building changes regardless if the owners/tenants are the same.

Why do I need a Certificate of Occupancy?

City will determine that the building is safe to occupy by ensuring it meets safety, fire, health, and building codes. The City will determine the proposed use of the building meets the Zoning Classification requirements. The City will determine how many occupants can occupy the building to meet fire codes. The City will ensure the water usage is not causing a hazard to the city's water system.



STEP 1

Complete the Certificate of Occupancy application that can be found at www.pittsburgtx.gov

STEP 2

Submit proposed Certificate of Occupancy application to City Hall.

STEP 3

City Planning Department will review application to verify the proposed use meets zoning requirements.

STEP 4

City Building Official and City Fire Marshal will be scheduled to conduct onsite inspections of the building.

STEP 5

City Building Official and City Fire Marshal will discuss with applicant about findings.

STEP 6

City Building Official will issue a Certificate of Occupancy to be displayed in the building.