



CITY OF CORPUS CHRISTI
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 9277 | CORPUS CHRISTI TEXAS 78469-9277



TO: Development Community

SUBJECT: **INFORMATION BULLETIN 018**
Certificate of Occupancy for Residential Construction
Temporary Certificate of Occupancy for Residential Construction

DATE: **January 23, 2024**

CREATED BY: Building Division

Purpose

As a customer service initiative, the Development Services Department (DSD) created this bulletin to assist you with the process of obtaining a Certificate of Occupancy (C of O) or Certificate of Completion (COC).

Procedures

The currently adopted International Residential Code (IRC) states that no dwelling or habitable space shall be used or occupied until the building official has issued a Certificate of Occupancy (C of O).

Certificates of Occupancy are obtained in several ways based on the needs of the owner:

- Residential construction of a new dwelling or habitable space to be occupied.
- Building an addition to enlarge an existing dwelling or habitable.
- Temporary certificate of occupancy (TCO) near the end of construction before receiving a final C of O.

The type of application is determined by the individual's situation, which is described in detail below.

C of O Issuance Requirements – Where a new C of O will be issued, the following must be provided, reviewed, and inspected. For existing dwellings with no construction and no previous C of O on file, the inspectors will field verify the dwelling before issuance. All outstanding fees such as permit fees, plan review fees, and re-inspection fees have been paid.

The process to obtain a C of O is partially determined by either:

1. Construction of a new dwelling;
2. Addition to an existing dwelling; or
3. No construction work on an existing building but a new C of O is requested.

New Residential Dwelling Construction Work:

New Dwelling – Upon the completion of the construction of a new dwelling, the department will issue the C of O as the final step. Before obtaining a full C of O, a temporary C of O (TCO) may be obtained for a limited time.

Existing Residential Dwellings:

Definition of an Existing Dwelling –

An Existing Dwelling is defined as a habitable structure that was occupied previously and had a previous C of O issued.

A C of O is required for existing dwellings. In some cases, a former C of O may be used. However, a new C of O will be required. For all cases where a new C of O will be issued, more information will be required to be submitted.

Residential Dwelling Addition

Upon the completion of the construction an addition, the department will issue a new C of O as the final step including the existing structure and the addition.

Residential Dwelling Remodel

A renovation or remodel of a dwelling unit is issued a Certificate of Completion as the final step after all inspections have been completed.

C of O Name Change

Name Change C of O (with only a change of ownership) - A new C of O is not required when ownership changes for a dwelling with an existing C of O. However, if the new owner requests one a C of O Name Change can be processed with application and payment of the adopted fee.

Temporary Certificate of Occupancy (TCO)

Upon receipt of an Application for a Temporary Certificate of Occupancy (TCO), a TCO may be issued when all necessary permits have been obtained and all inspections preceding the final inspections are approved. Of the inspections that are pending final inspection, it is the responsibility of the permit holder to request approval, from the appropriate inspector, for a TCO. The inspector must document the approval of the TCO and indicate the duration.

TCO's must be requested by completing the Temporary Certificate of Occupancy Application.

The permit holder must provide the following information:

- Requested Occupancy Date
- Project Completion (anticipated date for C of O).
- Areas requested for TCO.
- Reason for request.

Before the issuance of a TCO, all outstanding fees shall be paid. The TCO will be issued and valid until the permanent C of O is issued or the TCO expires. If the TCO expires, the permit holder is required to apply for an extension of the TCO and pay the required fee.

Occupying a dwelling or habitable space before the issuance of a TCO or C of O, or with an expired TCO will be viewed as a violation of the building code and may result in fines.

Summary

This bulletin is for informational purposes only.

Prepared by: Yvette Dodd-Wallace, DS Administrator

Reviewed by: Michael Dice, MBA, Assistant Director

Authorized by: Al Raymond III, AIA, CBO, Director, Development Services