



CERTIFICATE REQUEST FORM

PROJECT ADDRESS: _____

BUILDING PERMIT #: _____ **LANDSCAPE PERMIT#:** _____

LEGAL DESCRIPTION: _____
Subdivision Phase Section Block Lot

CERTIFICATE TYPE: *(Select One)*

<u>CERTIFICATE OF OCCUPANCY</u>	<u>CERTIFICATE OF COMPLETION</u>
Residential New or House Addition	Residential Remodel
Commercial New Building	Commercial Finish Out

APPLICANT NAME	TELEPHONE	E-MAIL	
APPLICANT MAILING ADDRESS	CITY	STATE	ZIP CODE

PLEASE USE THE SPACE BELOW TO FURTHER DESCRIBE ANY PARTICULARS OF YOUR REQUEST:

SUBMITTAL VERIFICATION / INSPECTION AUTHORIZATION:

That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted.

APPLICANT SIGNATURE

PRINTED NAME **DATE**

FOR CITY USE ONLY

NOTES:

CA VERIFIED

DATE RECEIVED:

CERTIFICATE REQUESTS

Applications for Certificates of Occupancy (temporary or final) or Certificates of Completion must be submitted to BDS with required documentation at least one week in advance of the requested occupancy date (LCO §24.02.121(d)).

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. [Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid.] (IBC §111.1 [IRC §R110.1])

All fees must be paid in full prior to any request for Certificate(s).

CHECKLISTS – *Please submit a copy of the following documents with this Certificate Request Form:*

Residential

Final Building Inspection (Passed, Signed, Dated) – City of Lakeway *

Compliance Inspection (Passed, Signed, Dated) – City of Lakeway *

All landscaping must be permitted and installed prior to submitting compliance inspection requests

Final Plumbing Inspections (Passed, Signed, Dated) – Schedule through water purveyor to the property

Duct Blast Test (Passed, Signed, Dated) – Obtain from energy auditor of builder's choice

Termite Documentation

OSSF (On-Site Sewer Facilities) Permit to Operate [if applicable] (Signed, Dated) – Obtain from [LCRA](#)

Propane/Gas Conversion Test - Obtain from licensed propane vendor of builder's choice

A Certificate of Acceptance (CA) on subdivision improvements by the City Engineer is required before a Certificate of Occupancy (CO) can be issued. Click [List of Subdivisions without a CA](#) to verify.

As-Builts in PDF format: Approved Building Plans (all pages including site and engineered plans) must be submitted prior to final CO issuance.

Nonresidential

Final Building Inspection (Passed, Signed, Dated) - City of Lakeway *

Final Fire Inspection (Passed, Signed, Dated) - Schedule through Lake Travis Fire and Rescue

Final Health Inspection (Passed, Signed, Dated) [if applicable] - Austin/Travis County Health & Human Services

Final Plumbing Inspection (Passed, Signed, Dated) - Schedule through water purveyor to the property

OSSF (On Site Sewage Facilities) Permit to Operate [if applicable] – Obtain from [LCRA](#) Accessibility Inspection [if applicable] - Texas Department of Licensing & Regulation - 512-539-5669 *Can be deferred until final Certificate of Occupancy (CO)*

A Certificate of Acceptance on subdivision improvements by the City Engineer is required before a Certificate of Occupancy can be issued.

* To schedule inspections through the City of Lakeway, go to: <http://www.lakeway-tx.gov/inspections>