



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

Requests:

Applications for Certificates of Occupancy 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. 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 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)- Obtain from City of Lakeway*
- Compliance Inspection (Passed, Signed, Dated)- Obtain from 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
- Duct Blast Test (Passed, Signed, Dated)- Obtain from energy auditor of builder's choice
- Blower Door 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 may be required
- Approved Building Plans (all pages including site and engineered plans)

Nonresidential

- Final Building Inspection (Passed, Signed, Dated) – Obtain from City of Lakeway*
- Final Fire Inspection (Passed, Signed, Dated) - Schedule through Lake Travis Fire and Rescue
- Final Health Inspection (Passed, Signed, Dated) [if applicable] – Obtain from Austin/Travis County Health and Human Services
- Final Plumbing Inspection (Passed, Signed, Dated) - Schedule through water purveyor
- OSSF (On-Site Sewer Facilities) Permit to Operate [if applicable] (Signed, Dated)- 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 for site improvements – Obtain from City Engineer

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