



www.cityofkaty.com

## APPLICATION FOR COMMERCIAL CERTIFICATE OF OCCUPANCY AND/ OR WATER SERVICE

This application is required to establish water service (if needed) at the commercial address. Water service will not begin until approval has been given from the Zoning, Building and Code Enforcement Departments. Please allow 7-10 business days for the approval process to be completed. Remodeling and/or construction will require permits issued by the City of Katy. For new construction, water meters will be set and service will begin during construction prior to the C of O being issued.

After the Certificate of Occupancy has been issued, a deposit for commercial water service will be collected based on the meter size and will remain with the account until applicant terminates service. A driver's license or photo ID **must** be presented at time of application or a copy may be sent if making application by mail or fax. Water service will not begin until the deposit and ID have been received.

Date of Application: \_\_\_\_\_ Anticipated Date for Business to Open: \_\_\_\_\_

Business Name: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Service Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Fax: \_\_\_\_\_

Check all that apply:  C of O  Water Service Application  Zoning Verification  New Construction-(provide survey/site plan)

Type of Business (please be specific and list all activities): \_\_\_\_\_

Business/property use:  Retail  Wholesale  Manufacturing  Church  Service  Distribution  Office  Other

Is this Business relocating from another City of Katy location? No Yes- \_\_\_\_\_

Do you plan any changes?  Structure  Plumbing  Electrical  A/C  Other \_\_\_\_\_

# of Employees \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

Driver's License # of Responsible Person: \_\_\_\_\_ Expires: \_\_\_\_\_

Own and/or Purchasing Property **OR**  Renting Property

The owner of the property, at the time of opening, will be listed on the Certificate of Occupancy and must be provided below.

Property Owners Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

Commercial customers may contract for private garbage collection and pay no garbage fee to the City provided a copy of the private contract is provided to the City and the private contractor meets the requirements set out in the Code of Ordinances.

*In accordance with the Texas Open Records Act, the City of Katy must comply with written requests for release of information regarding utility customer accounts.*

I hereby certify that the above information is true and correct.

\_\_\_\_\_  
Applicant Signature



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APPLICATION FOR COMMERCIAL CERTIFICATE OF OCCUPANCY AND WATER SERVICE NOTICE:

2012 International Fire Code - Section 105.3.3, Occupancy prohibited before approval:

- 1. The building or structure shall not be occupied prior to the code official issuing a Certificate of Occupancy that indicates applicable provisions of this code have been met.
2. Occupy - To take up space within a building with people, furniture or storage.
3. Exception - Contract personnel, building material and equipment used in the construction process shall not be considered occupying the building.
4. Failure to comply may render you and the company you represent liable to penalties provided by law for such violation.
5. Upon completion of construction, it is the contractor's responsibility to notify the permanent tenant to establish the water/sewer/garbage account in their name.
6. Restaurant Applicants must contact Harris County Health Dept (713.439.6270) for a Pre-Opening Package and a final report must be submitted to City of Katy Code Enforcement Department.

If your occupancy or business does not involve the storage, sale or use of the following, check No; otherwise check Yes and all applicable items:

YES [ ] NO [ ]

- [ ] Alcohol sales [ ] High piled stock (over 12' in height)
[ ] Alcoholic beverages [ ] Liquid propane gas
[ ] Bales of lose combustible fibers [ ] Magnesium
[ ] Cellulose nitrate film [ ] Other hazards (specify)
[ ] Compressed gas [ ] Painting with flammables
[ ] Dry cleaning (flammable solvents) [ ] Poisonous or hazardous chemicals/acids
[ ] Dust producing process [ ] Recycling waste
[ ] Explosives or ammunition [ ] Smoking
[ ] Fireworks [ ] vehicle repair or garage
[ ] Flammable or combustible liquids (10+ gals) [ ] Vehicles in building
[ ] Floor drains in building [ ] Welding or cutting
[ ] Food and/or beverage processing, storage or sales [ ] Woodworking
[ ] Food products [ ] x-ray development

A Certificate of Occupancy must be issued and posted before a building can be occupied. In order to obtain a Certificate of Occupancy, a walk-thru inspection must be conducted and approved. To schedule the inspection, please contact the Permit Department at 281.391.4830 or email at permits.inspections@cityofkaty.com .

Signature \_\_\_\_\_ Owner or Leasee (circle one)

Print Name: \_\_\_\_\_

Application Received: [ ] In Person [ ] By Mail
Water Acct Required? [ ] Yes [ ] No Deposit Amount: \$ \_\_\_\_\_ Account # \_\_\_\_\_
Zoning Designation: R1 C1 C2 OKD M PDD: \_\_\_\_\_
Zoning Dept Approval: Yes No \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_
Building Dept Approval: Yes No \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_
Code Enforce Approval: Yes No \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_
Fire Marshall Approval: Yes No \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_
Shell Building approved for tenant build-out: Yes \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_



## SERVICE AGREEMENT

- I. **PURPOSE.** Per the City of Katy's Code of Ordinances (*Sec. 13.03.026 Cross Connections*), the City is responsible for protecting the drinking water supply from contamination or pollution which could result from improper private water distribution system construction or configuration. The purpose of this service agreement is to notify each customer of the restrictions which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the City of Katy will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not reestablish service unless it has a signed copy of this agreement.
- II. **RESTRICTIONS.** The following unacceptable practices are prohibited by State regulations.
- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
  - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone backflow prevention device.
  - C. No connection which allows water to be returned to the public drinking water supply is permitted.
  - D. No pipe or pipe fitting which contains more than .25% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
  - E. No solder or flux which contains more than 0.2 percent lead can be used for the installation or repair of plumbing at any connection which provides water for human use.
- III. **SERVICE AGREEMENT.** The following are the terms of the service agreement between the City of Katy (the Water System) and Customer Named below.
- A. The Water System will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the Water System.
  - B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Water System or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the private water distribution facilities. The inspections shall be conducted during the Water System's normal business hours.
  - C. The Water System shall notify the Customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic re-inspection.
  - D. The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his premises.
  - E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.
- IV. **ENFORCEMENT.** If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, either terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

Customer's Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_