



Commercial Certificate of Occupancy (CO) Guide

A Certificate of Occupancy (CO) is required before a commercial building or tenant space may be occupied or used for business.

Before You Apply

If the building or space requires remodeling involving structural, electrical, mechanical, or plumbing work – permits and inspections must be completed before applying for a Certificate of Occupancy. If you have questions about permitting, please email permits@keenetx.com

Step 1 – Submit Your Application

- Submit a Certificate of Occupancy application through the portal.

<https://keenetxpermits.portal.iworq.net/portalhome/keenetxpermits>

1. Required: Lease agreement or proof of occupancy.
2. Required: Government-issued driver's license or photo ID.

Step 2 – Application Review

City Staff will review zoning, occupancy, address verification, code compliance and request additional documents, if applicable.

Additional Documents (If Applicable)

1. Food Handler Certificate(s)
2. Department of State Health Services Retail Food Establishment Permit or File Number
3. TDLR License(s)
4. Texas Sales and Use Tax Permit
5. Floor Plan
6. Site Plan
7. Johnson County 911 Address Verification
8. If the business is considered a change of use, other information may be required.

Step 3 – Payment

After initial application approval, an invoice will be sent by email to the applicant.

Payment is required before inspections are scheduled.

Step 4 – Required Inspections

Once payment has been received, applicant will receive an access code and instructions for requesting inspections on the portal.

1. Customer Service Inspection
2. Building Final (MEP) Inspection
3. Fire Department Inspection

(Please coordinate availability with the Fire Marshal, Archie Gerbine, 817-641-3336 x 260 agerbine@keenetx.com BEFORE requesting this inspection)

Failed inspections will require corrections and a reinspection request. Additional fees may apply per reinspection.

Step 5 – Certificate of Occupancy Issued

CO will be issued after steps 1-4 have been completed and passed. The business may occupy after CO issuance.