



Atascosa County Fire Marshal & Emergency Management Office

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DEVIN WILBORN

Fire Marshal & Emergency Management Coordinator



How to obtain a Certificate of Occupancy

A "Certificate of Occupancy" means a certificate issued by the County Fire Marshal indicating Construction or Substantial Improvement is in compliance with the Atascosa County Fire Code as of a specific date and for a specific occupancy. A Certificate of Occupancy under this Fire Code shall not be construed as authorizing the owner or operator of any building to afterward operate or maintain such building in such a way as to create, cause or allow the existence of a fire or life safety condition, which condition shall be subject to the independent enforcement authority of the County Fire Marshal.

No.	Guidelines	Completed
1	Complete the Building Permit Application with a signed authorization form from Rural Development Staff. If you are constructing (new building), remodeling or opening as a new business in an existing location you will need to obtain a Building Permit. (Applies to Unincorporated Areas of Atascosa County).	
2	Submit 2 copies of building plans or 1 digital copy along with Building Permit Application to the Fire Marshal's Office at 711 Broadway Jourdanton, Texas 78026, for plan review. (See Required Information on Building Plan).	
3	Once construction or remodeling begins post the permit on-site as required by the Fire Code - it is likely an inspector will check by to verify this facility has a permit.	
4	If you have any type of fire alarm or suppression system in your facility, you must have the installer call for a system inspection prior to your final building inspection.	
5	Upon completion of each permit a "Request for Final Inspection" must be submitted to the Fire Marshal's Office.	
6	Once you have submitted all documentation you will be contacted by a Fire Inspector to schedule your inspection. Please allow up to (5) days; you must allow time for scheduling and an inspection when planning the date to open your business. You may NOT OPEN for business without a Certificate of Occupancy.	
7	The inspector will require the final approved revised as-builts drawings on site for the facility and any fire protection systems installed.	
8	If you have questions, you may call the Atascosa County Fire Marshal's Office at 830-769-2029 and we will assist you.	