

# CITY OF STAFFORD

## COMMERCIAL CERTIFICATE OF OCCUPANCY

### APPLICATION PROCESS



#### Step 1: ONLINE APPLICATION through [mgoconnect.org](https://mgoconnect.org)

- Choose Customer Portal
  - Change jurisdiction to Texas > Stafford
  - Create account with email and password
  - Choose Apply Online for a Permit
  - Select "Commercial Change of Occupancy Application"
- Application/Request will show "Approved" – this means application has been accepted FOR REVIEW.



#### Step 2: ZONING DESIGNATION Plan Review

- 1-3 Business Day review
- Tech Fee \$5.00, Review Fee \$50.00



#### DISAPPROVED

(Email Notification through MGO Portal)



#### APPROVED



#### Step 3: FINAL FEES

- Occupancy Certificate \$100.00
- Electrical Reconnect \$75.00
- Annual Fire Safety \$75.00



#### PERMIT PLACARD ISSUED

MUST BE POSTED FOR ALL INSPECTORS TO SIGN



#### Step 4: FINAL INSPECTIONS

- Occupancy/Electrical Reconnect (to be scheduled through MGO portal)
- Fire Marshal Final Inspection (scheduled through [staffordtx.gov](https://staffordtx.gov))



#### HEALTH REVIEW, FEES, & INSPECTIONS

(IF APPLICABLE)

- Health Review Initial Submittal \$150.00
- Health Pre-Opening Inspection Inspection Fee \$100.00



#### Step 5: OPERATIONAL PERMITS

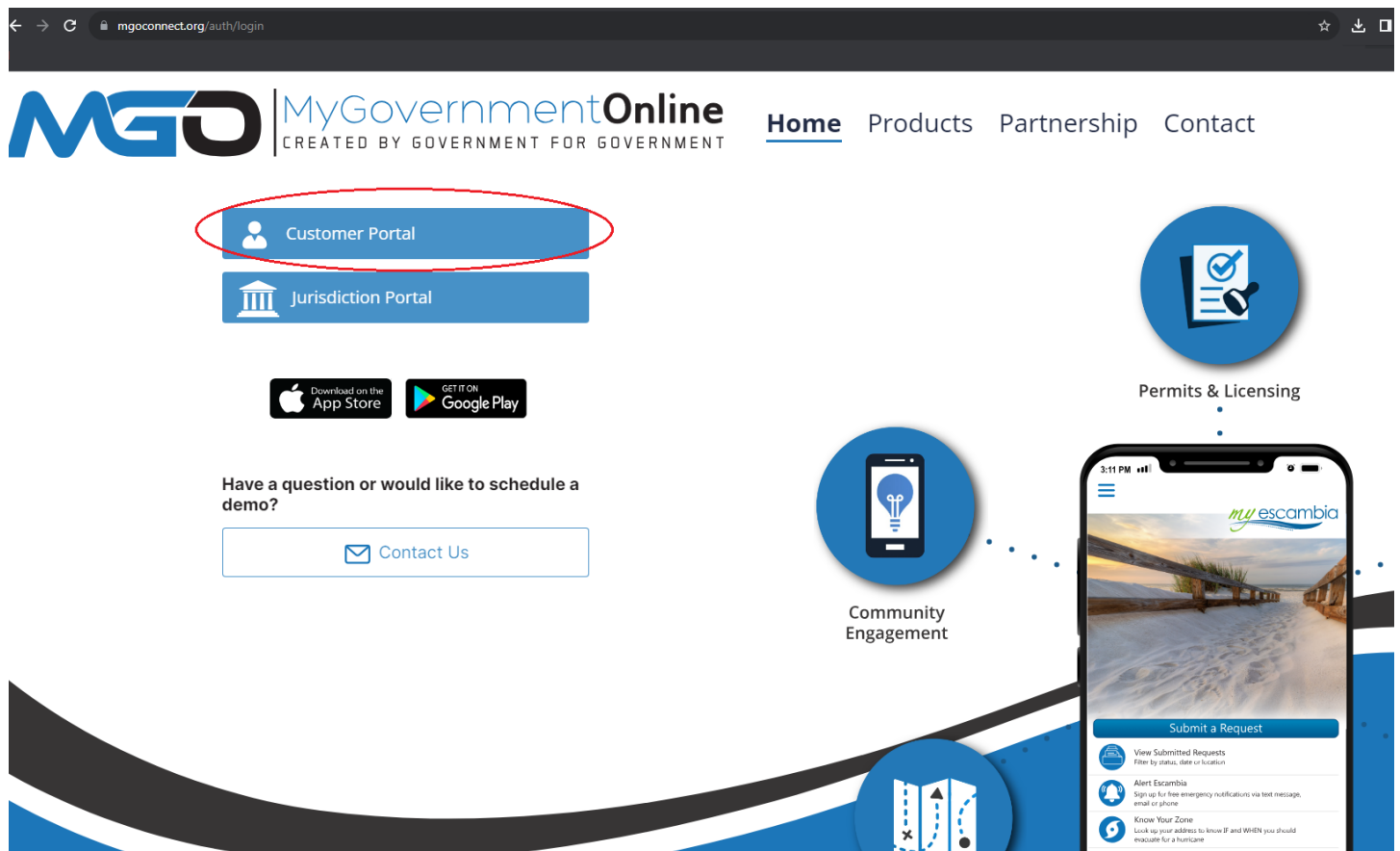
- Complete payment for applicable Permits post Passed FMO inspection. (Determined by the Fire Marshal's Office)



#### CERTIFICATE OF OCCUPANCY ISSUED

FOR NEW OCCUPANCY APPLICATIONS, YOU MUST CREATE AN ACCOUNT WITH **MGOCONNECT.ORG**, MOVING FORWARD YOU WILL SUBMIT ALL DOCUMENTS, RENEWAL INFORMATION, INSPECTIONS, AND UPDATES THROUGH THIS PORTAL. PLEASE FOLLOW THESE STEPS:

## GO TO MGOCONNECT.ORG, SELECT CUSTOMER PORTAL:



## SELECT TEXAS, STAFFORD & CLICK GO:

US

▼

Texas

▼

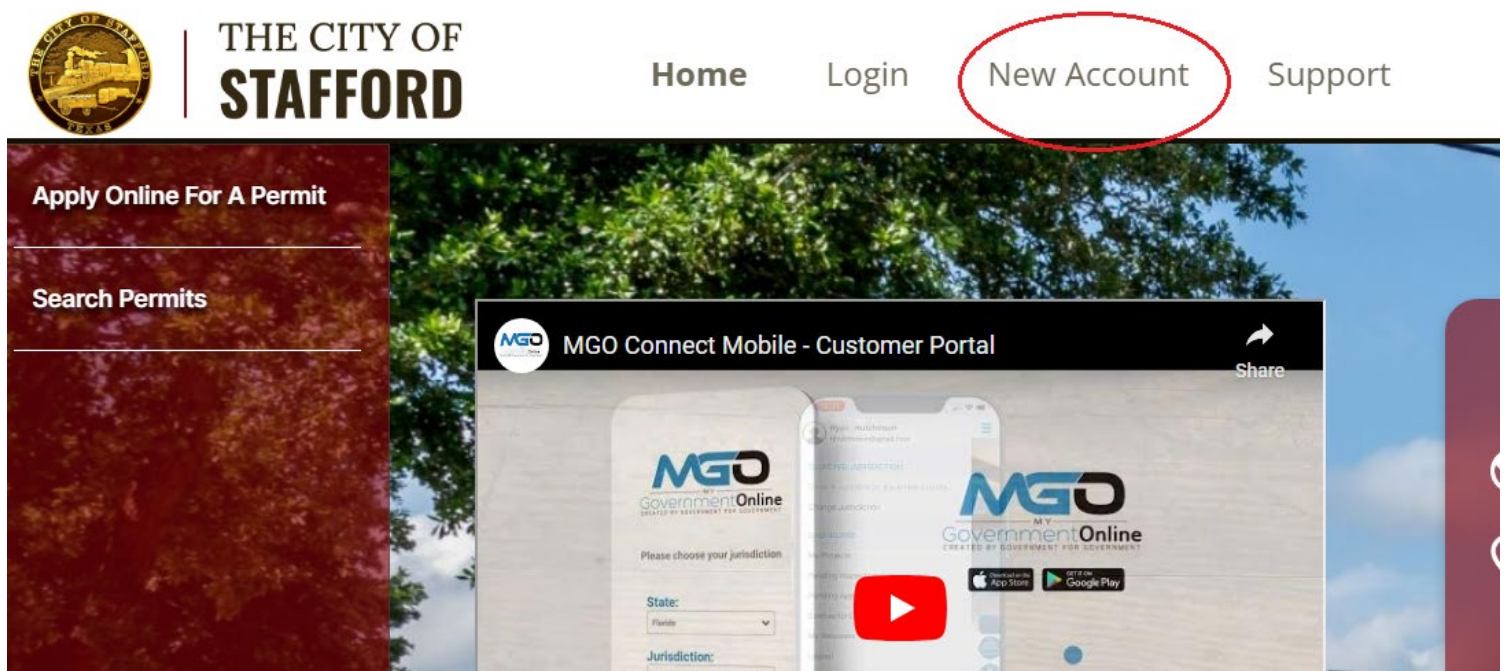
Stafford

▼

→

GO

## SELECT NEW ACCOUNT:



## ONCE LOGGED IN, SELECT APPLY ONLINE FOR A PERMIT & PERMIT > GET STARTED ON A NEW APPLICATION:

Please select a project type

[Contractor Registration](#)

[Health Permit](#)

[Permit](#)

[Rental Registration](#)

Do you want to use an existing project?

[Get Started on A New Application](#)

[Submission to an Existing Project](#)

## AT THIS POINT, YOU SELECT YOUR APPLICATION TYPE AS “COMMERCIAL CHANGE OF OCCUPANCY PERMIT APPLICATION”

### Commercial Change of Occupancy Permit Application

Click here if you would like to preview the application questions prior to beginning the online application. The application preview is intended as a resource that will allow you to become acquainted with the required questions that will be asked once you begin the online application. Please do not submit the application preview document to the jurisdiction. When you are ready to proceed, click the “→” button below to begin the online application.



**FILL IN ALL INFORMATION.**

**UNDER (2) CONTACTS, MAKE SURE SURE TO FILL OUT ALL INFORMATION LISTED BELOW:**

## Commercial Change of Occupancy Permit Application

<b>Applicant</b>	Property Owner	General Contractor	Emergency POC
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COMPLETE ALL TABS  
THAT APPLY BEFORE  
PROCEEDING  
(incomplete  
applications will be  
returned)



### Personal Information

First Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>

**UPLOAD DRIVER'S LICENSE & SUPPORTING DOCUMENTATION HERE:**

**(ITEMS WITH \*MUST BE COMPLETED) – YOU CAN BYPASS THE UPLOAD REQUEST IF NOT NECESSARY, BY UPLOADING A BLANK PDF DOCUMENT**



Please wait for the files to finish uploading before proceeding to the next step

The following files should be uploaded with your application. When possible, please upload pdf files. Please consolidate the document into as few PDF documents as possible.

Drag & drop files or [Browse](#)

Supported Formats: .jpeg, .jpg, .png, .pdf, .xls, .xlsx, .doc, .dot, .docx, .ppt, .pptx, .zip, .zipx, .dwg

### Construction Plan \*

Most include Site Plan

Drag & drop files or [Browse](#)

**SUBMIT:**

Your application is ready to submit to the jurisdiction.

← Back

✓ Submit