



Commercial Certificate of Occupancy Application

Revised 11.20.2023

For Online application:
MyGovernmentOnline.org
Tab: Planning & Zoning

Please return form to:
Permit Center (Zoning Desk)
1st Floor, Government Plaza, Suite 130
505 Travis Street
Shreveport, LA 71101

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: _____ Application Number: _____ Property Zoned: _____

1. CERTIFICATE OF OCCUPANCY TYPE

- | | | |
|---|---|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Courtesy Inspection | <input type="checkbox"/> Other (Please specify): _____ |
| <input type="checkbox"/> New Business | <input type="checkbox"/> Alcohol | |
| <input type="checkbox"/> Ownership Change | <input type="checkbox"/> Temporary Pop-Up Use | |

2. PROPERTY & APPLICANT INFORMATION

Name of Applicant: _____

Address or Description of Property: _____

Type of Business: _____

Square Footage of Building or Suite: _____

Owner of Business (if different than applicant): _____

Company Name / Name of Occupant: _____

Telephone Number: _____ Email: _____

Mailing Address (mailing address must be given if business location is in a mall, an itinerant vendor or temporary certificate of occupant i.e. firework sales):

Date Inspections are Requested (Inspections are done 8:00AM to 12:00 Noon, occupant must be at location or have building open during these hours):

Remarks: _____

3. STATEMENT OF UNDERSTANDING

This is to certify that I have been advised that in order to occupy any building, that I/We are required to obtain a Certificate of Occupancy for the structure located at _____. I / We further understand that in order to obtain this certificate, the structure in question must be in full compliance with City of Shreveport building and fire codes, zoning requirements and when necessary the Caddo Parish Health requirements. Failure to comply with these requirements will prevent the City of Shreveport from approving any utility connections and prevent the MPC from issuing the Certificate of Occupancy.

Signature of Applicant

Date

NOTE: If you have not received your Certificate of Occupancy within a week of the inspection, please call (318) 673-6463