

Code Enforcement Division
Planning Department
1522 Texas Parkway
Missouri City, TX 77489
(281) 403-8600
Fax: (281) 261-4382
www.missouricitytx.gov



Utilities and Change of Occupant Form

DIRECTIONS

1. According to city ordinance, this form MUST be completed and turned into the Planning & Inspections Department with payment PRIOR to having your electricity turned on or switched over. It is **your responsibility** to have the Change of Occupancy Form submitted to the city to ensure your provider has ample time to connect your electricity.

There are (2) Categories for Change of Occupant:

- **New Occupant (home was purchased from the builder & has never been occupied).**
NO FEE FOR NEW OCCUPANTS.
- **Change of Occupant** (home had been previously occupied and has not been inspected by the City within the previous 12 months).
\$50.00 FEE- Inspected by City Inspectors
\$20.00 FEE- Licensed Real Estate Inspector conducts inspection

1. Please fill out the form legibly and return it with your payment to the address listed on the top of the form. **NOTE: IF THE FORM IS INCOMPLETE AND/OR NO PAYMENT HAS BEEN MADE, YOUR ELECTRICITY WILL NOT BE RELEASED.**
2. Once the form has been processed, then your home will be inspected for health and safety issues by city inspectors. Only when you pass the Change of Occupant inspection will your electricity release be issued.



UTILITIES AND CHANGE OF OCCUPANT

PLANNING/INSPECTIONS

1522 Texas Parkway, Missouri City, TX 77459

281-403-8600 phone 281-261-4382 fax

Address to be inspected: _____

Utility Provider Change? Yes No New Utility Company _____

Name Change on Utility Bill? Yes No

Utilities will be in the name of: _____

Please select one: Buyer Homeowner Tenant (Rental) Agent

Home Phone# (current): _____

Work Phone#: _____ Pager/Cell#: _____

- **Real-estate Inspection reports \$20.00**
- **Missouri City Inspections \$50.00** covers initial inspection and *one* re-inspection (if needed)
- 1. Make sure that you submit **AN APPLICATION WITH YOUR SERVICE PROVIDER** to have your electricity turned on at the home. This application must be made before the Planning Department releases the permit to CenterPoint Energy.
- 2. After you have submitted the application with your service provider, you may Contact CenterPoint Energy to make sure that your service provider has sent the *order for service* to have your electricity turned on. 713-207-2222.
- 3. Missouri City only faxes the permit to CenterPoint Energy. You will need to contact your provider concerning any questions about your service connection.
- 4. If you are in need of a Missouri City inspection, the inspections are Monday Thru Friday 8:30 a.m. to 2:30 p.m. The Inspector will need to have access to the home so someone will need to be there. If the home is **COMPLETELY VACANT** a door may be left unlocked.
- 5. If the Inspector should find a deficiency, which would constitute an Electrical, Safety or Health Hazard, the property will not pass inspection.
- 6. If there are any animals present on the property, please retain them during the inspection.
- 7. The Planning Department will email the approval to CenterPoint Energy **AFTER** the property has **PASSED** its inspection.
- 8. **WILL YOU HAVE AN ALARM INSTALLED/ACTIVATED?**
YES _____ NO _____ If YES an "Alarm Permit" must be secured **PRIOR** to the alarm being activated.

YOUR SIGNATURE BELOW WILL INDICATE THAT YOU HAVE READ AND UNDERSTAND THE ITEMS ABOVE. ALARM REGISTRATION IS LOCATED AT CITY HALL (281-403-8500). YOU CAN ALSO PRINT THE APPLICATION: SEE WEBSITE www.missouricitytx.gov THEN CLICK ON *SERVICES-FORMS & APPLICATIONS*. THE ALARM PERMIT APPLICATION IS LOCATED UNDER *FINANCE*.

Applicant/Agent: _____ Date: _____

DRIVERS LICENSE# _____ STATE: _____

FOR OFFICE USE ONLY

PERMIT# _____ INSPECTION DATE: _____

SPECIAL INSTRUCTIONS: _____

