CERTIFICATE OF OCCUPANCY CHECKLIST

We are glad you have chosen to start a new business in the City of Bee Cave! Please review the following requirements. For questions, contact the Planning & Development via phone at **512-767-6675**, or email **planning@beecavetexas.gov**.

*Note: The City of Bee Cave does not issue business licenses. To determine state occupational licensing and permitting requirements, please visit the **Texas Department of Licensing and Regulation (TDLR)**.*

Allow 7 to 10 business days for processing.

MY GOVERNMENT ONLINE (MGO) / MGO CONNECT

The City of Bee Cave uses **mgoconnect.org** as its permitting site. This website is used by several other jurisdictions. To apply for a Certificate, follow these steps:

1. Create an MGO Connect account if you do not already have one.
2. Verify that **Bee Cave** is the selected jurisdiction when logging in.
3. Select **Apply Online for a Permit** from the left-hand vertical menu.
4. Find **Certificate of Occupancy** in the drop-down list of project types. Click "Open."
5. Complete all pages: **Address, Contacts, Application Questionnaire, File Upload, Review**.
6. You will receive an **application number** once your application has been submitted.

REQUIRED INFORMATION & FILE UPLOADS

Submit all required information and file uploads at once. Documents cannot be uploaded after the application has been submitted. Incomplete applications will not be processed.

- A complete **Zoning Use Determination Questionnaire**. Please note, this is NOT the Application Questionnaire. It must be uploaded as a PDF.
- Floorplan depicting egress routes and restroom facilities.
- Statement from the property owner verifying that no unpermitted demolition, construction, electrical, plumbing, or HVAC work has been done.
- Lake Travis Fire Rescue (LTFR) Occupancy Inspection Approval. **City of Bee Cave does not facilitate fire inspections.** Visit **LTFRpermits.com**, call 512-266-2533, or visit LTFR Headquarters at 15304 Pheasant Lane, Suite #100, Lakeway 78734.