



MAIN STREET ALTUS

CHECKLIST FOR STARTING A NEW BUSINESS

MOVE IN READY BUILDING

- Step 1** Apply for a Certificate of Occupancy (CO) at the City of Altus Planning Department (481-2205) at 509 S. Main and for a sign permit for your new business. Certificate of Occupancy is \$50.00. Sign permit is \$25.00.
- Step 2** Inspectors will inspect the building's structure, electrical, mechanical, and plumbing according to building codes. The Fire Marshal will inspect for fire safety according to fire codes.
- Step 3** If step 2 is approved then you are MOVE IN READY.
- Step 4** Contact Altus Power (481-2295) to setup an account. A deposit based on usage is required. Contact Centerpoint Energy (1-866-275-5265) for gas service. Internet, cable and phone service are available locally.
- Step 5** You are ready to open for business!

NOT MOVE IN READY

- Step 1** Apply for a Certificate of Occupancy (CO) at the City of Altus Planning Department (481-2205) at 509 S. Main and for a sign permit for your new business. Certificate of Occupancy is \$50.00. Sign permit is \$25.00.
- Step 2** Inspectors will inspect the building's structure, electrical, mechanical, and plumbing according to building codes. The Fire Marshal will inspect for fire safety according to fire codes.
- Step 3** If the building is not approved by the building, electrical, mechanical, and plumbing inspectors or fire marshal:

A licensed contractor will need to be hired to do any electrical, plumbing or mechanical work necessary. All contractors must be issued a permit by the Planning Department before any work started.
- Step 4** Contact Altus Power (481-2295) to setup an account. A deposit based on usage is required. Contact Centerpoint Energy (1-866-275-5265) for gas service. Internet, cable and phone service are available locally.
- Step 5** You are ready to open for business!

STEPS FOR ALTERATION OR REPAIR

- Step 1** Apply for a Certificate of Occupancy (CO) at the City of Altus Planning Department (481-2205) at 509 S. Main. A scale drawing of the project area and the proposed work will need to be attached to the application.
- Step 2** The Planning Department will notify you when the building permit is approved and the fee for the permit.

ALL FEES MUST BE PAID IN FULL BEFORE WORK CAN START

- Step 3** Inspections are required at each stage of the building or alternation according to inspections required by building codes. The schedule for the inspections is included in the building permit application. The following inspections **MUST** be done before any wall board or ceiling tile can be installed: Electrical rough in, plumbing top out, framing, and mechanical rough-in.
- Step 4** Contact Altus Power (481-2295) to setup an account. A deposit based on usage is required. Contact Centerpoint Energy (1-866-275-5265) for gas service. Internet, cable and phone service are available locally.
- Step 5** You are ready to open for business!