

TRANSPORTATION AND NATURAL RESOURCES
STEVEN M. MANILLA, P.E., EXECUTIVE MANAGER



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SUBJECT: Certificate of Occupancy

To Whom It May Concern:

Travis County does not issue **Certificates of Occupancy (CO)** for properties located outside the **FEMA 100-year floodplain**. Travis County will only issue a **Certificate of Occupancy (CO)** if the following two conditions apply: the property is in the **FEMA 100-year floodplain** AND the permittee has proven that the structure is built one foot above the **Base Flood Elevation (BFE)** of the floodplain. The required proof is an **Elevation Certificate (EC)** stamped by a **licensed engineer or surveyor (PE, RPLS)** turned in to this office. For public and commercial buildings, a **Certificate of Compliance** from the **Travis County Fire Marshals Office** may be required prior to occupancy. Please contact the **Fire Marshals Office** at **(512) 854-4621** for more information on **Certificates of Compliance**.

Additionally, Travis County enforces **Flood Plain Management Regulations** in the unincorporated areas of Travis County as established by **Travis Central Appraisal District**. Please contact **Travis Central Appraisal District** at **(512) 834-9317** for more information on city limits within Travis County.

If we can be of any further assistance, please do not hesitate to contact this office.

Sincerely,

Stacey Scheffel
Floodplain Manager
Planning and Engineering Services

Permits Staff Contact:
512-854-4215