

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF PFLUGERVILLE, TEXAS  
AMENDING THE CITY'S MASTER FEE SCHEDULE RELATED TO  
FEES FOR TEMPORARY CERTIFICATES OF OCCUPANCY.**

**WHEREAS**, the City of Pflugerville (the "City") has established by ordinance a Master Fee Schedule; and

**WHEREAS**, City Council finds and determines that City Staff should be provided with flexibility in determining the amount of a temporary certificate of occupancy renewal fee.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PFLUGERVILLE, TEXAS:**

**Section 1.** That the foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

**Section 2.** The City's master fee schedule is hereby amended by adding the following to Development Services fees section O.5.a. by inclusion of the following note 17:

17. The City Manager has discretion to reduce the TCO renewal fee to not less than \$500 where the City Manager determines that the applicant is making substantial progress towards a final Certificate of Occupancy. Substantial Progress" means documented, continuous forward movement toward completion of all work required for issuance of a final Certificate of Occupancy, as determined by the City Manager, including at minimum:

1. Active Construction Activity – Ongoing on-site work that is visible, permitted, and consistent with the approved plans, rather than intermittent or cosmetic activity.
2. Completion of Major Life-Safety Systems – Installation and operational readiness (or scheduled inspection) of core building systems necessary for occupancy, including structural components, fire protection systems, means of egress, plumbing, electrical, and mechanical systems,
3. Passed or Scheduled Inspections – Evidence that required inspections are being successfully completed in a timely sequence, or are actively scheduled, with corrections promptly addressed.
4. No Extended Work Stoppages – No period of construction inactivity exceeding thirty (30) consecutive days without written justification acceptable to the City Manager.

5. Remaining Work is Minor or Finish-Out in Nature – The outstanding items preventing issuance of a final Certificate of Occupancy are limited to punch-list items, finish work, site details, or other non-structural improvements that do not indicate the project is stalled or substantially incomplete.
6. Good-Faith Compliance – The applicant is responsive to City comments, has no unresolved stop-work orders, and is maintaining all required permits in active status.

Substantial progress does not include mere site clearing, storage of materials, minimal or sporadic labor, or work performed solely to avoid expiration of permits or extensions.

**Section 3.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

**Section 4.** That all provisions of the ordinances of the City of Pflugerville in conflict with the provisions of this ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Pflugerville not in conflict with the provisions of this ordinance shall remain in full force and effect.

**Section 5.** Effective Date. This Ordinance will take effect upon its adoption and any publication requirements pursuant to Section 3.15(d) of the City Charter.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

CITY OF PFLUGERVILLE, TEXAS

By: \_\_\_\_\_  
Doug Weiss, Mayor

ATTEST:

\_\_\_\_\_  
Trista Evans, City Secretary

APPROVED AS TO FORM:

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City Attorney