

Appendix I

	City of San Antonio Development Services 1901 S. Alamo San Antonio, Texas 78204	(210) 207-1111 www.sanantonio.gov/dsd
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Certificate of Occupancy Application **Must be processed in person**

Name of Business			
Address of Business		Bldg No.:	Suite No.:
Owner of Business			
Contact Name (Primary Contact)		Telephone Number	
Applicant Name			
Description of Business (be specific)			
Function of Space (be specific)			
Is the business currently in operation?	Y N	Is this a change of "use" of the building or site? If yes, a traffic review of a parking site plan may be required.	Y N
Is there an existing shared parking agreement? (Parking must comply with UDC section 35-526)			Y N

Related Building Permits

Y N	Is a Building Permit required in conjunction with this application? If yes, please list the AP No.
Y N	Are there any open permits at the location? Any "open" permit will require clearance.
Y N	If open permits exist, do you want the inspectors to inspect the work performed as part of the Certificate of Occupancy inspection process?

Any violation noted during the Certificate of Occupancy inspection will need to be corrected prior to the issuance of the Certificate of Occupancy. Once a Certificate of Occupancy has been issued, Development Services does not make annual inspections. However, if it is determined that permits were required for work performed, there is a possibility that the Certificate of Occupancy may be revoked.

Type of Business

	TYPE OF BUSINESS	REQUIRED ITEMS	REQUIRED ITEMS
Y N	Will there be any gaming devices?	Gaming Device Affidavit	Parking Site Plan
Y N	Will there be food or drink?	Health Inspection	Parking Site Plan if a change of use
Y N	Childcare, school or nursing home?	Health Inspection	Parking Site Plan
Y N	Will alcohol be sold?	Locational Affidavit and Survey - Chapter 4 City Code (TABC License required to sell alcohol)	Parking Site Plan
Y N	Is this a Bed and Breakfast?	Locational Affidavit and Survey - Section 35-374 UDC	Parking Site Plan
Y N	Community Home or Assisted Living Facility?	Locational Affidavit and Survey - Section 35-376 UDC	Parking Site Plan
Y N	Headshop?	Locational Affidavit and Survey - Section 35-377 UDC	Parking Site Plan
Y N	Transitional Home?	Locational Affidavit and Survey - Section 35-390 UDC	Parking Site Plan
Y N	Sexually Oriented Business?	SOB License issued by San Antonio Police Department, SOB Affidavit (with survey) , and traffic review of site plan are required	Parking Site Plan

Y N	Boarding Home	License issued by Code Enforcement										
Y N	Automobile Repair or Body Shop,	Affidavit for Automobile Repair										
Y N	Salvage Yard, Metal Recycling	License issued by Code Enforcement										
NOTE: For existing businesses, Applicant has the option of submitting a Verification of Operation Certificate issued by Land Development (Zoning) in lieu of the Affidavit.												
Live Entertainment – If you answer “yes” to any of the following items, you must have the applicable zoning listed in the following table to apply for a Certificate of Occupancy. *** In addition, traffic review of site plan is required. ***												
To determine whether your business could be considered a nightclub, indicate square footage of building (excluding kitchen, restrooms and storage area)			sq. ft									
	Type of Live Entertainment	O-1 & O-1.5	O-2	NC	O-1	O-2	O-3	D	L	I-1	I-2	ERZD
Y N	Alcohol – bar and/or tavern without cover charge 3 or more days per week	*	*	S	S	S	P	P	P	*	*	P
Y N	Alcohol – bar and/or tavern with cover charge 3 or more days per week	*	*	*	*	*	S	P	*	*	*	P
Y N	Alcohol – nightclub without cover charge 3 or more days per week	*	*	*	*	*	P	P	P	*	*	*
Y N	Alcohol – nightclub with cover charge 3 or more days per week	*	*	*	*	*	S	P	*	*	*	*
Y N	Live entertainment without cover charge 3 or more days per week (not including food service establishments)	*	*	*	*	*	S	P	*	*	*	P
Y N	Live entertainment with cover charge 3 or more days per week (not including food service establishments)	*	*	*	*	*	S	P	*	*	*	P
Y N	Food service establishments without cover charge 3 or more days per week	*	P	P	P	P	P	P	P	P	*	P
Y N	Food service establishments with cover charge 3 or more days per week	*	*	*	*	*	S	P	*	*	*	P
* - Zoning does not allow the business use S- Specific use authorization is required P – business use is permitted												
Chapter 35, Appendix A., Definition and Rules of Interpretation												
Bar	See “Tavern”											
Cover Charge	A fee levied by a food service establishment, nightclub or tavern in addition to the charge for food and/or drink.											
Live Entertainment	A use which includes any and all of the following activities, either principal or accessory: performance by musicians, dancers, stand-up comedians or other performance artists, karaoke, live bands or musical actions; or the amplification of recorded music/entertainment by live disk jockeys.											
Nightclub	A tavern with more than two thousand (2,000) square feet of the building area excluding kitchen, restrooms and storage areas. A nightclub use may include, in addition to the provisions of alcohol, a dance hall and/or live entertainment as an accessory use.											
Tavern	Any use in which seventy-five (75) percent or more of its gross revenue is derived from the on-premises sale and consumption of alcoholic beverages. A tavern use may include, in addition to the provision of alcohol, food services, and/or live entertainment as an accessory use.											
Y N	Will this proposed business have any of the following uses? Restaurant, Fast Food, Grocery Store, Bar, Liquor store, Bingo Parlor, Bowling Alley, Convenience Store, Child Care Facility, School (public or private), Swimming Pool, Paint and Body Shop, Hotel or Motel, or any type of retail establishment that sells or serves food or drinks whether open, or pre-packaged or pre-bottled. If yes, a health inspection is required to obtain a Certificate of Occupancy.											

The information included in this application is true and accurate.

Date: _____ **Owner/Authorized Agent Signature:** _____