



**DEVELOPMENT
SERVICES**

SMALL BUSINESS PERMITTING

RESOURCE GUIDE

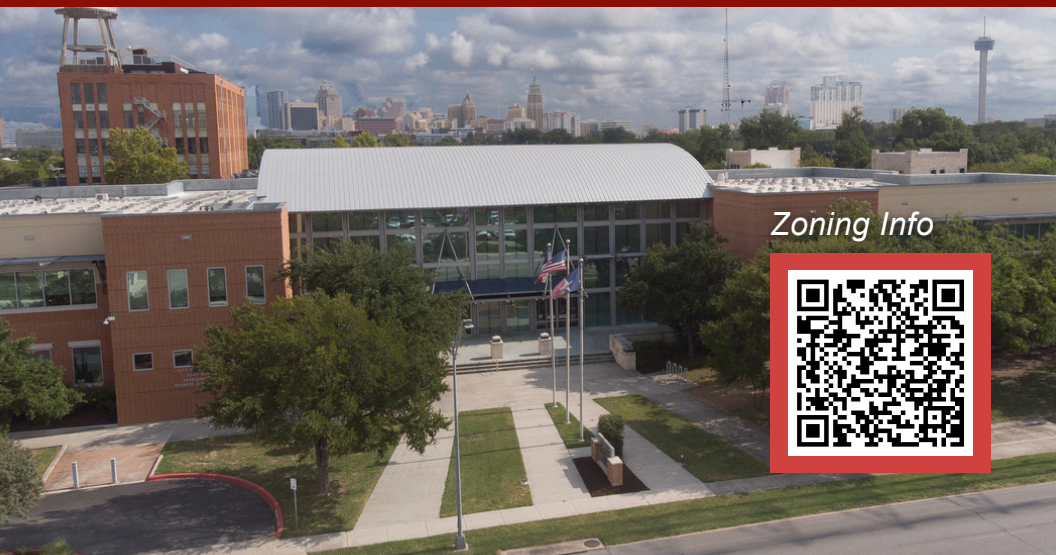


WHAT YOU NEED TO GET
YOUR SMALL BUSINESS GOING

GETTING STARTED WITH DEVELOPMENT SERVICES

Before you sign the lease, check the zoning rules for the location. We also recommend getting a Zoning Verification Letter. This step will reveal what types of businesses are allowed there. For example, here are a few things to consider regarding parking requirements:

- Whether you want to open a restaurant or a coffee shop, make sure there are enough parking spaces.
- Parking requirements can be based on the floor area, the occupant load, or the number of seats you plan to have.



Zoning Info



CERTIFICATE OF OCCUPANCY (COO)

WILL YOU NEED A NEW COO?

A new COO may not be necessary if there is a change of ownership or lessee within an existing building or tenant space, and the type of use remains the same.

If you are considering a name change without a change in use, an existing COO may be updated by applying for a Doing Business As (DBA) Name Change.

DBA Application



However, certain types of business always require a new COO. Please see the DBA Name Change application for details and a list of these business uses.

HOW TO APPLY FOR A COO

To begin the process, submit an application in person or apply online, and our department will schedule the appropriate inspectors to verify the space is safe to occupy. After your business successfully passes all required inspections, we will issue your COO.

COO Info



CHECKLIST FOR SMALL BUSINESS REMODEL AND COO



1

DO YOU HAVE THE FOLLOWING COMPLETED?

- Review of Property Zoning (Zoning Verification Letter)
- Proof of Valid Address for the site
- Ensure Previous Permits are Closed
- Submit Building Plans for review on remodel or new construction (for permitting and inspections processes, see pages 6-9)

2

APPLY FOR CERTIFICATE OF OCCUPANCY (COO)

3

SCHEDULE COO INSPECTIONS

- Mechanical
- Plumbing
- Electrical
- Building
- Fire
- Health (if needed)

*Small Business
Permitting
Guide*

4

COO IS ISSUED!

You're now in business!

Place your COO in a visible location.



FINDING REGISTERED CONTRACTORS

WHERE CAN YOU CAN FIND REGISTERED CONTRACTORS?

Contractor Connect offers a search tool that enables you to find a licensed contractor based on the type of work required for your projects.

Contractors are expected to cover all fees for permits, obtain all necessary permits, and ensure that all inspections are completed promptly.

We are unable to recommend specific contractors, but we are happy to direct you to local resources to help you find one. It's essential to thoroughly research anyone you plan to hire. Other resources to consider include:

- The American Institute of Architects
- Associated Builders and Contractors Inc.
- Associated General Contractors of America
- Professional Engineers in Private Practice
- Texas Board of Professional Engineers.

*Find a
Contractor*



REMODELING & PERMITS

WILL YOU NEED A PERMIT FOR A REMODEL?

If you are planning to make any changes to an existing structure, move walls, demolish any part of the building, alter the interior, or change the use of the space at your new business location, you will need a building permit. Building permits are necessary to ensure that zoning requirements, fire, and life safety requirements are met. It is the responsibility of the property owner or tenant to obtain a building permit, when required, before starting any construction or demolition.



PROJECTS THAT DO NOT REQUIRE A PERMIT

You do not need a building permit for the following activities:

- Painting
- Installing flooring (tile, wood, or carpet)
- Installing millwork and cabinetry
- Replacing glass in existing windows of the same size

*No Permit
Required List*



BUILDING PERMITS

BEFORE YOU SUBMIT A BUILDING PERMIT

Before applying for a building permit, it's important to create a checklist of all the changes you want to make, such as increasing the number of seats for your restaurant, altering signage, or relocating kitchen facilities.

In most cases, construction plans reflecting the proposed work will be required. Construction plans are essential for our team to guide you through your project and will allow us to accurately assess your needs.

Have specific questions? You can schedule a free commercial consultation with us to discuss your submission requirements.

HOW TO APPLY FOR A BUILDING PERMIT

All permit applications are now online through the BuildSA Portal. The property owner or an authorized agent can apply for permits. A contractor should include the owner's contact information when applying.

BuildSA Portal



BUILDING PERMITS

COST OF BUILDING PERMITS

Fees for permits are based on the value of the work being done. Our fee schedule and estimator is available on our website.

THE REVIEW PROCESS

Make sure to have all the necessary documents for your permit request and fill them out accurately to speed up the approval process. You will receive all comments and notifications through BuildSA, which will alert you to any outstanding tasks before permits can be approved. Our staff is prepared to assist you in meeting your deadlines by providing timely reviews and granting partial or conditional approvals.

WHAT IF I START WORK WITHOUT A PERMIT?

Permits are issued for your safety and that of your customers. If construction starts before a permit is issued, costly repairs may be needed to comply with current codes, or you may need to remove work that doesn't meet building code standards. Working without a permit can result in a stop work order and the fees to obtain the required permits may double.

Fee Schedule



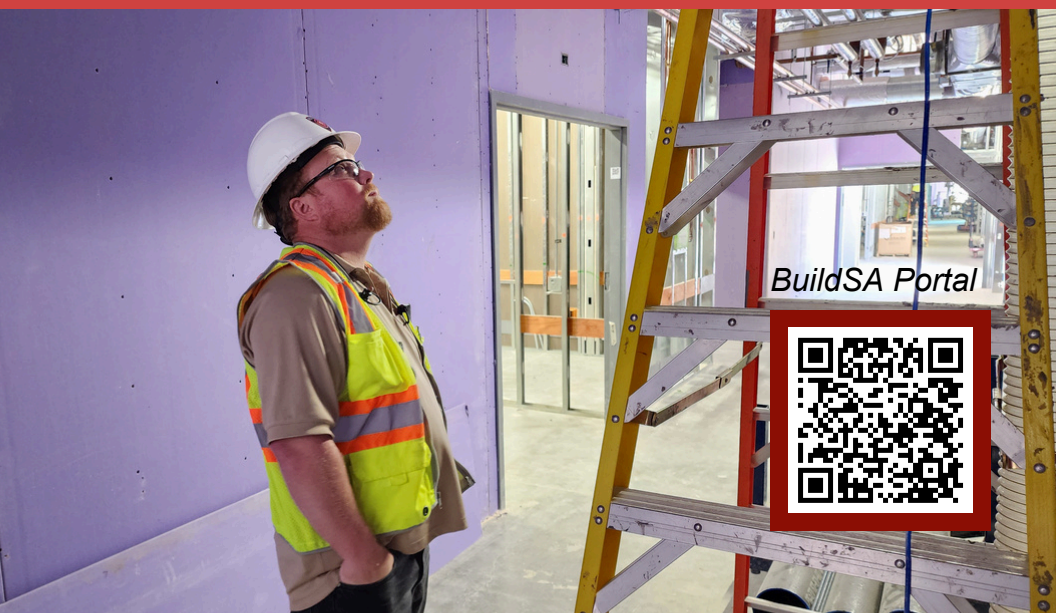
AFTER PERMIT APPROVAL

WHAT COMES NEXT

Once permits are approved, you can start the remodeling or construction. Please note that the permit holder is responsible for scheduling the necessary inspections prior to work being covered up. The inspectors will ensure that the work meets the current building codes adopted by the City of San Antonio.

HOW TO SCHEDULE YOUR INSPECTIONS

All inspections must be scheduled through our BuildSA portal. Scan the QR code below to set up or access your portal. If you need assistance, please contact us at (210) 207-1111.



WE ARE HERE TO HELP



OUR CONSULTATION TEAM

The Development Services Consultation Team is here to assist customers in providing guidance on the permitting process. The Consultation Team can answer standard technical code and Unified Development Code (UDC) questions customers may have.

SCHEDULE A FREE APPOINTMENT

To schedule a phone call or online meeting, please fill out our contact form through the QR Code. It can also be found on our website at [SA.Gov/DSD](https://sa.gov/dsd).

Contact Form



ADDITIONAL RESOURCES



ECONOMIC DEVELOPMENT DEPARTMENT



Looking for additional assistance in starting your small business? Our Economic Development Department offers resources to support you. For more, visit their website at SanAntonio.Gov/SBO.



*Economic
Development*



City of San Antonio Development Services

1901 S. Alamo St., San Antonio, TX 78204

Monday - Friday, 7:45 a.m. – 4:30 p.m.

Phone: (210) 207-1111

Website: SA.Gov/DSD

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Getting Started



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