



# DEVELOPMENT SERVICES

## Certificate of Occupancy Application

To apply online please visit our online portal

<b>Name of Business</b>			
<b>Address of Business</b>		<b>Bldg. #:</b>	<b>Suite #:</b>
<b>Owner of Business</b>			
<b>Applicant Name</b>			
<b>Phone Number</b>		<b>Email:</b>	
<b>Detailed Description of Business</b>			
<b>Additional Information on Business Use</b>			
<b>Is the business currently in operation?</b>	Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Is this a change of "use" of the building or site?</b> If yes, a traffic review of a parking site plan may be required.	Y <input type="checkbox"/> N <input type="checkbox"/>
<b>Is there an existing shared parking agreement?</b> (Parking must comply with UDC section 35-526)			Y <input type="checkbox"/> N <input type="checkbox"/>

### Property Information

Y <input type="checkbox"/> N <input type="checkbox"/>	Are there any open permits at the location? <b>Any "open" permit will require closure.</b>
Y <input type="checkbox"/> N <input type="checkbox"/>	Is there an existing <b>Fire Sprinkler System</b> ?
Y <input type="checkbox"/> N <input type="checkbox"/>	Is there an existing <b>Fire Alarm System</b> ?

### Type of Business

	BUSINESS TYPE	REQUIRED ITEMS	REQUIRED ITEMS
Y <input type="checkbox"/> N <input type="checkbox"/>	Will there be any gaming devices?	Gaming Device Affidavit	Parking Site Plan
Y <input type="checkbox"/> N <input type="checkbox"/>	Will there be food or drink?	Health Inspection	Parking Site Plan if a change of use
Y <input type="checkbox"/> N <input type="checkbox"/>	Childcare, school, or nursing home?	Health Inspection	Parking Site Plan
Y <input type="checkbox"/> N <input type="checkbox"/>	Will alcohol be sold?	Locational Affidavit and Survey - Chapter 4 City Code (TABC License required to sell alcohol)	Parking Site Plan
Y <input type="checkbox"/> N <input type="checkbox"/>	Is this a Bed and Breakfast?	Locational Affidavit and Survey - Section 35-374 UDC	Parking Site Plan
Y <input type="checkbox"/> N <input type="checkbox"/>	Headshop?	Locational Affidavit and Survey - Section 35-377 UDC	Parking Site Plan
Y <input type="checkbox"/> N <input type="checkbox"/>	Transitional Home?	Locational Affidavit and Survey - Section 35-390 UDC	Parking Site Plan
Y <input type="checkbox"/> N <input type="checkbox"/>	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 <input type="checkbox"/> N <input type="checkbox"/>	Boarding Home	License issued by Code Enforcement	
Y <input type="checkbox"/> N <input type="checkbox"/>	Automobile Repair or Body Shop	Affidavit for Automobile Repair	

<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	Salvage Yard, Metal Recycling	License issued by Code Enforcement	
<b>NOTE:</b> 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
	<b>Type of Live Entertainment</b>	O-1 & O-15	O-2
		NC	C-1
		C-2	C-3
		D	L
		I-1	I-2
		ERZD	
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Alcohol</b> – bar and/or tavern without cover charge 3 or more days per week	*	*
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Alcohol</b> – bar and/or tavern with cover charge 3 or more days per week	*	*
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Alcohol</b> – nightclub without cover charge 3 or more days per week	*	*
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Alcohol</b> – nightclub with cover charge 3 or more days per week	*	*
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Live entertainment</b> without cover charge 3 or more days per week (not including food service establishments)	*	*
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Live entertainment</b> with cover charge 3 or more days per week (not including food service establishments)	*	*
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Food service establishments</b> without cover charge 3 or more days per week	*	P
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Food service establishments</b> with cover charge 3 or more days per week	*	*
* - Zoning does not allow the business use		S- Specific use authorization is required	
		P – Business use is permitted	
<b>Chapter 35, Appendix A., Definition and Rules of Interpretation</b>			
<b>Bar</b>	See “Tavern”		
<b>Cover Charge</b>	A fee levied by a food service establishment, nightclub, or tavern in addition to the charge for food and/or drink.		
<b>Live Entertainment</b>	A use which includes any or all 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.		
<b>Nightclub</b>	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.		
<b>Tavern</b>	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.		
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	<b>Will this proposed business have any of the following uses?</b> 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. <b>If yes, a health inspection is required to obtain a Certificate of Occupancy.</b>		

The information included in this application is true and accurate.

**Date:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_

**Printed Name of Applicant:** \_\_\_\_\_