



City of Alamo Heights Certificate of Occupancy Application

Community Development Services Department
6116 Broadway, San Antonio, Texas 78209
o: (210) 826-0516 f: (210) 832-2299

Business Address & Suite: _____

Business Name: _____ Same as DBA

Business Owner/Manager (Individual-not company) Name: _____

Business Owner/Manager secondary Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____ Email: _____

TX Drivers License #: _____

Sales Tax ID #: _____ Tax Exempt #: _____

(please attach, if applicable)

(please attach, if applicable)

Property Owner Name: _____

Property Owner Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____ Email: _____

Please Check Only One:

- New Tenant (FD/BI)
- Existing Business/Initial Certificate of Occupancy* (FD/BI)
- Existing Business Owner/New Business Name* (BI)
- Expanding/Increasing Lease Space (FD/BI)
- Existing Business, New Owner* (N/A)

"Existing business" in Alamo Heights since * _____

I hereby certify that I have read and examined this application and know the same to be true and correct. I have answered the questions on the back of this form to the best of my knowledge. I further certify that the structure and/or space within which is proposed for occupancy or is currently occupied complies with codes in effect at the time of occupancy or currently adopted codes. The granting of a license/certificate does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings. Any conditions which may pose fire hazard and/or life safety concerns may be required to be brought into compliance with currently adopted codes. All application fees for Certificate of Occupancy are non-refundable. This certificate will not be issued until all other permits, fees, and building inspections have been completed, if applicable.

Applicant Name (print): _____ Date: _____

Applicant Signature: _____ Property Owner Signature: _____

SEE REVERSE TO ANSWER THE QUESTIONS ON THE BACK OF THIS FORM. THIS APPLICATION WILL NOT BE ACCEPTED IF INCOMPLETE.

For Office Use Only

Zoning _____: Sales Tax Jurisdiction: _____

The proposed land use is / is not permitted. Permitted Use (Per Table 3-8): _____

Building Official Signature: _____ Date: _____

Schedule Inspections: Fire Building

Revised 09-23-15

Provide a brief description of the proposed use of the building, space, or land: _____

Section 1: Commercial or Industrial Uses Only

What is the square footage of lease space? _____

Please Check:

Is there an active building permit for this location? YES NO
(If yes: all construction must be completed and permit inspections approved prior to Cofo inspection request)

What was the previous use of the proposed lease space? _____

Are you enlarging a tenant space, combining suites or portions of suites? YES NO
(If yes: Which suites? _____)

Will you store, use, dispense, or mix flammable or combustible liquids? YES NO
(If yes: Which liquids? _____)

Is the building equipped with a fire sprinkler system? YES NO

Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared? YES NO
(If yes: Food Establishment Permit is required)

Will alcoholic beverages be sold for consumption on the premises? YES NO
(If yes: What is your TABC license #? _____)
(Contact the Planning & Development Services Dept. to apply for the City of Alamo Heights Liquor License)

Will sexually-oriented business or adult entertainment be conducted or sold on premises? YES NO

Will this facility be providing care or supervision for thirteen (13) or more unrelated children under the age of fourteen (14) for periods of time less than 24 hours? YES NO

Is a grease trap located on the premises? YES NO

Certificates of Occupancy Fees* - Circle fee that applies to you		
1) Commercial Structures (owner of property)	Single-tenant	\$150
	Multi-tenant	\$250
	Building Shell	\$0
2) Commercial structures: Tenants (based on occupied square footage (sf))	0 - 150 sf	\$50
	151 - 500 sf	\$100
	501 - 2000 sf	\$150
	2001 - 10,000 sf	\$200
	10,001 sf or greater	\$250
3) Multi-family properties with on-site management office or semi-public pool provided	All	\$100

***Fees shall not be charged for any certificates of occupancy for ownership of structure/property which existed prior to the adoption of this ordinance (April 12, 2010), or for tenants which existed prior to the adoption of this ordinance.**