



6400 El Verde Road, Leon Valley, Texas 78238

Phone: (210) 684-1391 –Community Development Department

Fee: \$125.00 Re-inspection: \$65.00 Occupancy without Permit: \$250

## CERTIFICATE OF OCCUPANCY INSTRUCTIONS & CHECKLIST

Hello and welcome to the City of Leon Valley!

You will need the following to apply for Business Occupancy:

### CHECKLIST

- Completed Affidavit explaining the full intent of your business
  - o If you are **NOT** the owner/operator of the business, please submit letter of authorization from owner/operator **OR** authorized agent (*i.e. By Laws and/or Certificate of Formation stamped by Texas Secretary of State, listing authorized agent(s)/manager(s)*)
- Copy of your Driver's License, State ID or Military ID
- Copy of your Sales Tax Certificate
- Copy of any State Licenses required for operation of your business (*i.e. TABC, DSHS, TDLR – if there are separate licenses per operator they must each be provided*)
- The completed Certificate of Occupancy Application  
*\*please note that all information needs to be filled in – if it is not applicable "N/A" should be noted*

### INSTRUCTIONS

1. Complete the application in its entirety and submit all of the required supporting documentation.
2. Pay the non-refundable application fee to initiate the Certificate process.
3. There will be a series of three (3) inspections for general occupancy requests. \*There is a 4<sup>th</sup> inspection for food sales, preparation and/or vending.
  - i. Building Inspection
  - ii. Code Enforcement Inspection
  - iii. Fire Marshall Inspection
  - iv. \*Health Inspection (if applicable)
4. The building and code inspection will be scheduled upon application. Once your appointment is scheduled, you will need to make sure you are available and that the space is open for access to the building and code officials. If you miss your inspection or fail your inspection you will need to pay a re-inspection fee of \$65, at which time another inspection can be scheduled.
5. Please note that the **initial inspection** by the Building Inspector indicates that the space/building is in adequate condition to begin allowing preliminary set-up of your business. **This does NOT mean that you are approved for business operations.** You will also need to successfully pass a Code Enforcement inspection, a Fire Marshal inspection, and if applicable, Health inspection for food sales, preparation and/or vending. After successful completion of the Fire Marshal Inspection the application will be reviewed for Final Certificate by the Zoning Administrator. Once issued, the Final Certificate will need to be **POSTED IN A CONSPICUOUS LOCATION** to begin full operation of your business. Call (210) 684-1391 x226 for additional questions.
6. After successful approval of building and code inspections, you may contact the Fire Marshall at (210) 684-3219 to schedule your Fire Department Inspection. Be sure you obtain Fire Marshal requirements for occupancy.
7. If you are a food establishment, food vendor, retail food store, or food processing establishment, you will also need to obtain a Food License, with approved inspection by the Health Inspector.
8. Tenants and Owners are required to comply with all applicable City codes. A Certificate of Occupancy **will not** be issued until **ALL** requirements have been met and all supporting licensing/permitting documentation is received.
9. For questions regarding Building Codes, contact the Building/Health Officials at (210) 684-1391, extension 226, the Code Enforcement Officer at (210) 684-1391, extension 229, or the Fire Marshal at (210) 684-3219.
10. Please allow 10-15 business days for processing of your application.



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**CERTIFICATE OF OCCUPANCY APPLICATION**

*Occupancy without a Certificate of Occupancy is PROHIBITED and will result in a double fee of \$250 and may result in immediate closure of the business.*

**I. Business Owners/Tenant Information**

Name (Applicant): \_\_\_\_\_ Business Name/DBA: \_\_\_\_\_

Property Address: \_\_\_\_\_  
(Street Address, State and Zip Code)

Legal Description: \_\_\_\_\_

Zoning Designation & Overlay: \_\_\_\_\_ Email: \_\_\_\_\_

Building/Tenant Space Gross Square Footage (GSF): \_\_\_\_\_ # of designated parking spaces: \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

**II. Property Owners Information**

Corporate/ Owner's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
(Street Address & Zip Code)

**III. Business Information**

Describe the proposed use/business in detail (be very specific) \_\_\_\_\_

\_\_\_\_\_

If storage/warehouse, what is being stored? \_\_\_\_\_

What is the existing color of the building? \_\_\_\_\_ Do you intend to paint the building?  Yes  No

Color: \_\_\_\_\_ *Note: Bright, fluorescent or flashy colors are PROHIBITED.*

Is Electricity Needed/Transfer of Accounts?  Yes  No Is Gas Needed?  Yes  No

Will you be installing or displaying sign(s)?  Yes  No

*Note: A sign permit is required for ALL signs and bandit/parasite/snipe, flag, windwaver, a-frame, and similar signs are PROHIBITED by Code.*

Is this an ADULT entertainment establishment?  Yes  No

Will you be storing **Hazardous Materials** (explosive, ammunition, flammable, chemicals) on site?

Yes  No If yes, describe stored items and quantities. \_\_\_\_\_

\_\_\_\_\_

Can the City post your Business in the City Business Directory and on the Website?  Yes  No

What is your website address? \_\_\_\_\_

*I have completed, have read and understand the details and requirements of this application and have provided accurate information signed:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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**Affidavit for Certificate of Occupancy**

Required for all proposed businesses in the City of Leon Valley.

THE STATE OF \_\_\_\_\_ §

COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, this day personally appeared

\_\_\_\_\_, who under oath, deposes as follows:

“I am the owner or operator of the business proposed to be located at \_\_\_\_\_,  
Leon Valley Texas.

My personal mailing address is: \_\_\_\_\_

My personal & business phone number is: \_\_\_\_\_

My electronic email address is: \_\_\_\_\_

The following is a detailed description of the use(s) I will operate at the establishment for which I seek a  
Certificate of Occupancy, including:

The service(s) the business will offer (be very specific): \_\_\_\_\_

The hours of operation of the business: \_\_\_\_\_

I swear and affirm that the establishment described above **DOES** or **DOES NOT** (circle one) require a city, state or federal  
license, permit or registration to operate. If the establishment **DOES** require a city, state or federal license, permit or  
registration to operate, a true and correct copy of the license, permit or registration must be provided to the building official  
before the certificate of occupancy may be issued.

I swear and affirm that the information provided here and in the attached certificate of occupancy application is true and  
correct. I understand and agree that the Building Official and/or Fire Marshal shall suspend or revoke a certificate of  
occupancy if the building official and/or Fire Marshal determine that the certificate of occupancy is issued on the basis of  
incorrect information supplied. Further, I understand that I can and will be prosecuted to the fullest extent of the law for  
providing false information.”

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title (if any): \_\_\_\_\_ Business entity (if any): \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF \_\_\_\_\_