



6400 El Verde Road, Leon Valley, Texas 78238
Phone: (210) 684-1391 –Community Development Department

****Application Fee: \$125.00**

****Fee to re-connect power (if applicable): \$65.00**

****Re-inspection (if applicable): \$65.00**

****Occupancy without Permit (if applicable): \$250.00**

CERTIFICATE OF OCCUPANCY INSTRUCTIONS & CHECKLIST

*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.*

You will need the following to apply for Business Occupancy:

CHECKLIST

- 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.
- Completed Affidavit explaining the full intent of your business (see page 3 of this packet).
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, Military ID or Passport.
- Copy of your Sales Tax Certificate (if applicable- visit <https://comptroller.texas.gov> to obtain one).
- 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-visit <https://www.tdlr.texas.gov> to find out if your business requires a State License*)
- Copy of your Business Name Registration with the State (DBA).
Visit <https://www.bexar.org> or call the County Clerk’s office at (210) 335-223 to obtain more information.

INSTRUCTIONS

1. Complete the application in its entirety and submit all of the required supporting documentation. Incomplete applications will **not** be accepted.
2. Pay the non-refundable application fee to initiate the Certificate process, see fees above.
3. There will be a series of three (3) inspections for general occupancy requests. *There is a 4th inspection for food sales, preparation and/or vending.
 - i. Building Inspection
 - ii. Code Enforcement Inspection
 - iii. Fire Inspection
 - iv. *Health Inspection (if applicable)
4. Once the application is received, it will be reviewed for approval. The applicant will receive a phone call within 1 to 2 business days determining the status of the application.
5. If the application gets approved, the City Official will administer the power re-connection (if applicable) and will then schedule the Building Inspection, please wait for a phone call. 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 Inspector. If you miss your inspection or fail your inspection you will need to pay a re-inspection fee of \$65, at which another day, the inspection can be scheduled.
6. 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.**
7. If the Building Inspection gets approved, City Staff will then notify Code Enforcement and the Code Enforcement Officer will then contact you to schedule for Code and Fire Inspections.
8. 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.
9. Please note, you will need to successfully pass a Building, Code Enforcement and Fire inspection, and if applicable, Health inspection. After a successful completion of **ALL** inspections, the application will be reviewed for Final Certificate by the Zoning Administrator. City Staff will contact you once the Certificate is available for pick up. 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 OR x227 for additional questions.
10. 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.
11. Please allow 10-15 business days for processing of your application.



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CERTIFICATE OF OCCUPANCY APPLICATION

I. Business Owners/Tenant Information

Applicant Name: _____ **Business Name/DBA:** _____
(Legal First and Last Name)

Property Address: _____
(Street Address- include Suite #, State and Zip Code)

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

Prior building usage: _____ **Email:** _____

Business Phone #: () _____ **Mobile #:** () _____

II. PROPERTY Owner's Information

Corporate/Owner's Name: _____ **Address:** _____
(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 this tenant space currently without power **OR** do you need to do transfer of accounts with CPS? 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. Bandit/parasite/snipe, flag, windwaver, a-frame, and similar signs are **PROHIBITED** by Code.*

Is there a fire sprinkler and/or a fire alarm installed in the building? Yes No

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. _____

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

Signature of Applicant

Printed Name

Date

INFORMATION PROVIDED BY CITY STAFF

Property Legal Description: _____

Zoning Designation & Overlay: _____



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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:

(Applicant's Legal First and Last Name)

"I am the owner or operator of the business proposed to be located at _____,

Leon Valley Texas.

(Business Address, include Suite #)

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 **and** days of operation of the business will be: _____

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 _____