LEON VALLEY
TEXAS

Date:_____ 6400 El Verde Road, Leon Valley, TX 78238 **C of O #**_____

Phone: (210) 684-1391 X226 Fax: (210) 509-8288 website: leonvalleytexas.gov

CERTIFICATE OF OCCUPANCY (C of O) APPLICATION

Fee: $60.00

I. Tenant/Applicant Information

Name(Applicant):_____

Business Name:_____

Property Address:_____

Phone No.: ( )_____

Zoning Designation:_____

II. Property Owner Information

Name:_____

Address:_____
Street

_____
City State Zip

Phone No.: ( )_____

Fax No.: ( )_____

III. Business/Tenant Information& Questionaire

- **Describe the proposed use in detail:**_____
  If the use is storage or warehouse use, what is being stored?_____
  _____
- **What is the total square footage of the building/space you are occupying:**_____
- **Is ELECTRICITY or GAS needed? □ YES □ NO Date Needed:**_____
- **Will you be installing or displaying any signs? □ YES □ NO -if YES a Sign Permit application is required.**
- **Is this an ADULT entertainment establishment? □ YES □ NO**
- **Will you be storing HAZARDOUS MATERIALS (explosives, ammunition, flammables, chemicals) on site?**
  □ YES □ NO -if yes, describe stored items and quantities:_____
  _____
  _____

NOTE TO APPLICANT: BE SURE TO **SCHEDULE AN APPOINTMENT** WITH THE BUILDING OFFICIAL FOR YOUR CERTIFICATE OF OCCUPANCY (C of O) INSPECTION.

1. A Building Inspection must be satisfactorily completed-**PRIOR TO OCCUPANCY**;
2. Following preliminary inspection by the Building Official, a "Temporary" Certificate of Occupancy may be issued. The tenant may occupy the space/building with the conditions set forth by the Building Official;
3. Prior to issuance of "permanent" Certificate of Occupancy the Fire Inspector and/or other City Official as required, shall conduct an inspection on the premises;
4. Tenants/owners are required to comply with all applicable Codes. A "Permanent" Certificate of Occupancy will not be issued until all requirements have been met.
5. If you have any questions regarding Codes, contact the Building Official at (210) 684-1391, extension 226, the Fire Inspector at (210) 684-3219, or the Police Department at (210) 684-3215.

I have read and understand the above information.

_____ _____ _____
Signature Printed Name Date

**********FOR OFFICE USE ONLY**********

OCCPANCY CLASS:_____ ADDITIONAL PERMIT REQUIRED: □ YES □ NO Type:_____
HAZARDOUS MATERIAL REVIEW REQUIRED: □ YES □ NO

LEGAL DESC: Lot:_____Blk:_____CB:_____SUBDIVISION:_____

COMMENTS:_____
_____

REVIEWED & APPROVED BY:_____ DATE:_____

Revised10/06kmf