

Zoning District: _____



FEE: \$60.00

Date: _____

6400 El Verde Road, Leon Valley, TX 78238

C of O # _____

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

CERTIFICATE OF OCCUPANCY (C of O) APPLICATION

<u>I. Tenant/Applicant Information</u>	<u>II. Property Owner Information</u>
Name(Applicant): _____	Name: _____
Business Name/DBA: _____	Address: _____
Property Address: _____	Street _____
Business Phone: _____ Cell Phone: _____	City _____ State _____ Zip _____
Email: _____	Phone No.: _____ Fax No.: _____
Email: _____	

III. Business/Tenant Information & Questionnaire

- Describe the proposed use/business in detail (VERIFY that it is allowed in the existing zoning district):

 If the use is storage or warehouse use, what is being stored? _____
- What is the existing color of the building? _____ Do you intend to paint the bldg? _____
 What color(s)? _____ NOTE: Bright, fluorescent, or flashy colors are prohibited
- 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: _____
- Can the City post your Business in the City Business Directory and on the Website? YES NO
- What is your website address? _____

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 TEMPORARY OCCUPANCY**;
2. Following preliminary inspection by the Building Official, a "Temporary" Certificate of Occupancy may be issued for a specified period of time. Note that this is not a "Permanent" Certificate and can be revoked after the "Temporary" Certificate has lapsed. The period specified in the "Temporary" Certificate should be utilized to correct any deficiencies noted by the Building Official and/or the Community Development Office. 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: _____