



**DEVELOPMENT
SERVICES**

DBA Name Change Application



**BuildSA
Portal**

Name of Business			
Address of Business		Bldg. #:	Suite #:
Owner of Business			
Applicant Name			
Phone Number		Email:	
Detailed Description of Business			
Additional Information on Business Use			

Property Information

Y ☐ N ☐	Is the business currently in operation?	Y ☐ N ☐	Is the use of the building or space changing from the previous use?
Y ☐ N ☐	Will your establishment include any of the following uses? <i>Warehouse, Manufacturing Facility, Storage, Retail Stores including rack displays of products, Repair & Maintenance Shops, Laboratories, Hospitals</i>	If yes, a fire review and inspection will be required and the fee for this application will be assessed as a COO-No Construction.	
Y ☐ N ☐	Is there a Commercial Remodel Building Permit in review or inspections related to this application?		
Y ☐ N ☐	Are there any on-going mechanical, electrical, or plumbing permits?		
Y ☐ N ☐	Is there an existing Fire Sprinkler System ?	Y ☐ N ☐	Is there an existing Fire Alarm System ?
Y ☐ N ☐	Does the building or space currently have electrical power?		
Y ☐ N ☐	Will the use involve the display or storage of products in racks (including retail use)?		
Y ☐ N ☐	Will the new or remodeled building/space store or utilize hazardous materials defined in the IFC?		

Type of Business

	BUSINESS TYPE	REQUIRED ITEMS	REQUIRED ITEMS
Y ☐ N ☐	Will there be any gaming devices?	Gaming Device Affidavit	Parking Site Plan
Y ☐ N ☐	Will there be food or drink?	Health Inspection	Parking Site Plan if a change of use
Y ☐ N ☐	Childcare, school, or nursing home?	Health Inspection	Parking Site Plan
Y ☐ N ☐	Will alcohol be sold?	Locational Affidavit and Survey - Chapter 4 City Code (TABC License required to sell alcohol)	Parking Site Plan
Y ☐ N ☐	Is this a Bed and Breakfast?	Locational Affidavit and Survey - Section 35-374 UDC	Parking Site Plan
Y ☐ N ☐	Headshop?	Locational Affidavit and Survey - Section 35-377 UDC	Parking Site Plan
Y ☐ N ☐	Transitional Home?	Locational Affidavit and Survey - Section 35-390 UDC	Parking Site Plan

Y ☐ N ☐	Sexually Oriented Business?	SOB License issued by San Antonio Police Department, SOB Affidavit (with survey), and traffic review of site plan are required.	Parking Site Plan
Y ☐ N ☐	Boarding Home	License issued by Code Enforcement	
Y ☐ N ☐	Automobile Repair or Body Shop	Affidavit for automobile repair	
Y ☐ N ☐	Salvage Yard, Metal Recycling	License issued by Code Enforcement	
NOTE: For existing businesses, Applicant has the option of submitting a Verification of Operation Certificate issued by Land Development (Zoning) in lieu of the Affidavit.			

References: IB 126 - Certificates of Occupancy
 IB 168 - City of San Antonio's role in the Texas Alcoholic Beverage Commission Applications

The information included in this application is true and accurate.

Printed Name of Applicant: _____

Applicant Signature: _____ **Date:** _____

Staff Use Only

DSD Rep: _____

Located In: ☐ Accela ☐ Hansen ☐ Mainframe

Previous COO Record or AP #: _____

☐ Health Dept. Caveat (if applicable)

☐ TABC Caveat (if applicable)