



**DEVELOPMENT
SERVICES**

Certificate of Occupancy 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			
Y ☐ N ☐	Is the business currently in operation?	Y ☐ N ☐	Is the use of the building or space changing from the previous use?
Is there an existing shared parking agreement? (Parking must comply with UDC section 35-526) Y ☐ N ☐			
Property Information			
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 ☐	Is this a warehouse, manufacturing, repair or maintenance shop, laboratory or hospital use?		
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.		
Live Entertainment – If you answer “Yes” to any of the following items, you must have the applicable zoning listed in the following table to apply for a Certificate of Occupancy. *** In addition, traffic review of site plan is required. ***		
To determine whether your business could be considered a nightclub, indicate square footage of building (excluding kitchen, restrooms, and storage area)		_____ sq. ft
	Type of Live Entertainment	O-1&O-1.5 O-2 NC C-1 C-2 C-3 D L I-1 I-2 ERZD
Y ☐ N ☐	Alcohol – bar and/or tavern without cover charge 3 or more days per week	* * S S S P P P * * P
Y ☐ N ☐	Alcohol – bar and/or tavern with cover charge 3 or more days per week	* * * * S P * * * P
Y ☐ N ☐	Alcohol – nightclub without cover charge 3 or more days per week	* * * * P P P * * *
Y ☐ N ☐	Alcohol – nightclub with cover charge 3 or more days per week	* * * * S P * * * *
Y ☐ N ☐	Live entertainment without cover charge 3 or more days per week (not including food service establishments)	* * * * S P * * * P
Y ☐ N ☐	Live entertainment with cover charge 3 or more days per week (not including food service establishments)	* * * * S P * * * P
Y ☐ N ☐	Food service establishments without cover charge 3 or more days per week	* P P P P P P P * P
Y ☐ N ☐	Food service establishments with cover charge 3 or more days per week	* * * * S P * * * P
* – Zoning does not allow the business use		S – Specific use authorization is required
		P – Business use is permitted
Chapter 35, Appendix A., Definition and Rules of Interpretation		
Bar	See “Tavern”	
Cover Charge	A fee levied by a food service establishment, nightclub, or tavern in addition to the charge for food and/or drink.	
Live Entertainment	A use which includes any or all the following activities, either principal or accessory: performance by musicians, dancers, stand-up comedians or other performance artists, karaoke, live bands or musical actions; or the amplification of recorded music/entertainment by live disk jockeys.	
Nightclub	A tavern with more than two thousand (2,000) square feet of the building area excluding kitchen, restrooms and storage areas. A nightclub use may include, in addition to the provisions of alcohol, a dance hall and/or live entertainment as an accessory use.	
Tavern	Any use in which seventy-five (75) percent or more of its gross revenue is derived from the on-premises sale and consumption of alcoholic beverages. A tavern use may include, in addition to the provision of alcohol, food services, and/or live entertainment as an accessory use.	
Y ☐ N ☐	Will this proposed business have any of the following uses? Restaurant, Fast Food, Grocery Store, Bar, Liquor store, Bingo Parlor, Bowling Alley, Convenience Store, Childcare Facility, School (public or private), Swimming Pool, Paint and Body Shop, Hotel or Motel, or any type of retail establishment that sells or serves food or drinks whether open, or pre-packaged or pre-bottled. If yes, a health inspection is required to obtain a Certificate of Occupancy.	

The information included in this application is true and accurate.

Printed Name of Applicant _____

Applicant Signature: _____ **Date:** _____