



OVERVIEW

BUILDING SAFETY INSPECTION CERTIFICATE OF OCCUPANCY APPLICATION

A Certificate of Occupancy is required of all commercial establishments and must be applied for prior to occupancy of the space. A new certificate is required in all such instances: a business is relocated, occupancy type or use is changed, the name of a business is changed, or ownership is changed. Ownership changes include selling the businesses to another sole proprietor, selling the business to another franchisee, or selling the business to another corporate entity, **Certificates of Occupancy are not transferable from one person to another or from one entity to another.** It is highly recommended that each applicant contact the Development Services Department to verify zoning prior to completing this application and the required attachments.

Prior to obtaining a Certificate of Occupancy, a Building Safety Inspection is required of the premises you are registering and can be scheduled with a 48-hour notice upon receipt of your application. The inspection is conducted by the Building Official and the Fire Marshal, and if applicable, the Health Official. This inspection ensures that the current mechanical, electrical, plumbing, building, and health codes meet the minimum requirements set forth by the International Code Council and provide for the health, safety, and welfare of the general public. The fee for the Pre-Certificate of Occupancy inspection is \$200.00; \$250.00 if you are registering a food/beverage establishment sell/serve food and beverages.

All Applicants: The staff is required to determine that each business entity has the proper documentation and zoning to conduct business in the city, county and state. To that end, each sole proprietor or corporate entity will need to provide documentation with this application.

Every application must be accompanied with the following documents:

1. A copy of the assumed name or DBA document issued by Bexar County
2. A copy of the notice from the State of Texas issuing the Texas Identification Number (TIN)
3. A copy of the Sales and Use Tax Permit issued by the State
4. A copy of the confirmation page for the purchase of the Knox Box by suite, if applicable. www.KnoxBox.com

Note: The name on all the documents must be the same. If it is a corporate name and a DBA, the documents should include both. For example, ABC Corporation: DBA XYZ Store. The Texas Sales and Use Tax Permit must be for the business location in Universal City.

In addition to the documents listed above, some professions are required to have licensing through agencies of the State of Texas. The agencies can include, but are not limited to the Texas Department of Licensing and Regulation, the Texas Department of Health and Human Services, and the Texas Alcoholic Beverage Commission, to name a few agencies. Applicants must include a copy of the State issued licenses.

Food & Beverage Establishments/Mobile Vendors: Any business or mobile vendor that intends to sell or serve food, beverages, or alcohol beverages must complete the Food and Beverage Application as well.

If you have any questions, please call the Development Services Department at (210) 659-0333, Ext 723.



APPLICATION
BUILDING SAFETY INSPECTION
CERTIFICATE OF OCCUPANCY APPLICATION

The following is an application for Certificate of Occupancy. The fee for a certificate is \$80.00. Certificates are valid for the duration of the registered business.

Prior to obtaining a Certificate of Occupancy, a Building Safety Inspection is required of the premises you are registering and can be scheduled with a 48-hour notice upon receipt of your application. The inspection is conducted by the Building Official, Fire Marshal, and, if applicable, the Health Official. This inspection ensures that the current mechanical, electrical, plumbing, building, and health codes meet the minimum requirements set forth by the International Code Council and provide for the health, safety, and welfare of the general public. The fee for the Pre-Certificate of Occupancy inspection is \$200.00; \$250.00 if you are registering a food/beverage establishment. If you have any questions, please call the Development Services Department at (210) 659-0333.

You may mail this application(s), attachments, and the fee (payable to the City of Universal City) to the Development Services Department, 2150 Universal City Boulevard, Universal City, Texas 78148 or deliver your application to City Hall, 2150 Universal City Blvd., Universal City, Texas. A receipt and the original certificate will be mailed to the store location in Universal City.

Please answer all of the following:

1. New Building ____ Existing Building ____ Square footage (floor area) _____ Construction Type _____
No. of Bathrooms _____

2. Name of Business _____ Business Phone _____

Address of Property Where Business will be located in UC _____

3. Name of Business Owner _____

Business Owner's Email _____

4. Business Owner's home/Corporate address (in case of emergency) _____

City _____ State _____ Zip Code _____

Home/Corporate Phone _____ Alternate Phone _____

5. Proposed Use of Property/Type of Business _____

6. Past Use of Property _____

7. Building Owner's Name: _____

Building Owner's Phone _____ Alternate Phone _____

8. Does property require any repairs or alterations? ____ Yes ____ No If YES, has building permit been issued? _____

9. Property MUST be inspected prior to occupancy of building (Building Safety Inspection). Requested date and time of inspection _____ A.M. _____ P.M. _____
10. Will you be installing or changing any signs on the premises? _____ Yes _____ No
11. I understand that no signs will be installed or altered without first obtaining necessary sign regulations and permits.
12. Do you have an alarm at your business? _____ Yes _____ No. If yes, what type (Indicate **all** that apply)
_____ Fire _____ Burglar _____ Robbery.
13. Have you applied for your alarm permit(s)? _____ Yes _____ No. If no, please apply for alarm permits at the Police Department.
14. I understand and agree that the use of the property is limited to item #6 and no repairs, alterations, or remodeling will begin without first obtaining necessary permits.
15. I understand that **all** utilities in the building, electrical, gas, and water must be on prior to the inspections being scheduled. Additional permits and/or fees may be applicable in some instances.
16. I have attached copies of the required documentation and attachments as outlined in the Overview of Pre Certificate of Occupancy Inspection/Certificate of Occupancy.
17. I understand that a Knox Box is required for each suite and that it is my responsibility to insure a Knox Box is present and that a key to each suite is provided to the Universal City Fire Department. WWW.KnoxBox.com
18. I understand that no Certificate of Occupancy shall be issued until such time that all required documentation has been provided.

By signing this document, I hereby understand and verify, to the best of my ability, that all of the information contained herein, and within the required attachments, is true and correct.

Signature of Business Owner* _____ **Date** _____

*If the person signing this document is not the owner of the business/corporation, the owner of the business/corporation must provide a letter, on company letterhead, naming the person(s) who are authorized to sign on behalf of the owner.

FOR OFFICE USE ONLY

Zoning District _____ Permitted Use? _____ Conditional Use? _____ Existing Non-Conforming Use? _____

Occupant Load _____ C of O # _____ Electrical Compliance # _____

Building Dept Approval _____ Fire Dept Approval _____ Health Dept Approval _____

Date of Issuance _____

Attachment Verification:

- A copy of the assumed name or DBA document issued by Bexar County
- A copy of the notice from the State of Texas issuing the Texas Identification Number (TIN)
- A copy of the Sales and Use Tax Permit issued by the State
- A copy of any State licensing
- Food & Beverage License Application, if applicable
- A copy of the confirmation page for the Knox Box purchase per suite, if applicable.
WWW.KnoxBox.com
- Other: _____

Revised 12/2017