



Certificate of Occupancy

Application & Inspection Procedures

Keep pages 1 & 2 for your reference. SUBMIT PAGES 3 & 4 TO PORT SAN ANTONIO FOR REVIEW.

This page provides information about the Certificate of Occupancy (CofO) process. A building or tenant space may not be occupied, and the business may not operate, until a CofO is issued. The Port’s designated Leasing Agent/Property/Project Manager will be the primary point of contact for the Certificate of Occupancy process. In order to apply for a CofO, review the procedures outlined herein, complete the attached application and submit the completed application along with all supporting documentation to the designated Port Leasing Agent/Property/Project Manager for processing. A \$200 non-refundable fee will be billed to each tenant for services rendered during the CofO process. The Port’s Leasing Agent/Property/Project Manager will act as the Responsible Person (RP) ensuring that the inspection and approval processes are completed. Submitting an application for a CofO is not a guarantee that a CofO will be issued and is dependent on approved inspections. Once all inspections have been approved, the RP will notify the applicant that their CofO has been approved and issued, and deliver the Certificate of Occupancy to the tenant. Issued CofOs must be displayed in a conspicuous area near the main entry of occupied building/space.

If *permitted* building construction, renovation and/or repairs are on-going or proposed, the completed CofO should be submitted for review at least 1 week prior to any ‘final’ construction inspections. The inspections for CofO may be conducted along with the Building and Fire Finals if coordinated properly.

Most applications for Certificate of Occupancy will require the following inspections:

- 1) General (includes verification that the proposed use and the building/space complies with all adopted Building and Trade codes (M.E.P.’s, Energy, Etc.)
- 2) Fire (includes verification that the proposed use and building/space complies with the adopted Fire Code.

Required Inspections:

DEPARTMENT	New Tenant*	New Owner*	New Business Name*	Expanding/Reducing Lease Space*
Port CBO (General)	X	X		X
COSA Fire Dept. (Fire)	X			X

**as indicated on the submitted application*



Procedures for obtaining CERTIFICATE OF OCCUPANCY inspections:

RESPONSIBILITY FOR SCHEDULING INSPECTIONS				
			INSPECTION AGENCY	
			PORT CBO	City of San Antonio- Fire Department
INSPECTION TYPE	Permitted Construction Inspections	Building and Trade Permits	Contractor	N/A
		Fire Permits	N/A	Contractor
	Certificate of Occupancy Inspections		Port Leasing Agent, Property/Project Manager	Port Leasing Agent, Property/Project Manager

CERTIFICATE OF OCCUPANCY

The Port’s designated Leasing Agent/Property/Project Manager (RP) will coordinate the certificate of occupancy inspection process. The RP will be responsible for scheduling all appropriate inspections and ensuring access to the building or space is provided to the inspector(s). The RP must provide access for inspections or have the building open all day. Once all inspections have been approved the RP will contact the applicant to let them know when the CofO is issued and ready for pick up.

In order to schedule certificate of occupancy inspections, the tenant/applicant must have already submitted the completed application and supporting documentation to the RP. The RP will coordinate with the Port’s Building Permit Manager to complete registration of the application with both Bureau Veritas and CoSA Fire Dept. The Building Permit Manager will notify the RP by sending a confirmation email that the application has been registered, including the CoSA A/P#, and is ready for scheduling of inspections.

Once the application is registered, and the confirmation email has been received, the RP shall call to schedule the appropriate inspections.

Each of the inspections below must be scheduled and approved in order to obtain a Certificate of Occupancy:

CoSA Fire Dept.: Inspections can be scheduled by calling (210) 207-8410, ext. 1. Please provide the dispatch operator the address, building #, City of San Antonio A/P#, the purpose of the inspection (i.e. Fire Final for Certificate of Occupancy), and your contact information for access to the property. Any Fire Inspections that fail will require additional re-inspections along with re-inspection fees (**Contact SAFD for current fees @ 207-8410, EXT. 1**)

Port Chief Building Official: Inspections can be scheduled by calling (210) 362-7851, or by email. For messages, please provide the address, building #, reference the BV# (i.e. permit #), the purpose/scope of the inspection, and your contact information for access to the property. Inspection requests submitted by 5:00 pm Monday – Friday will be performed on the next business day.

Upon completion of the inspection(s), the inspector leaves an Inspection Field Report recording the field visit. Please submit a copy, of this record, to the Permitting Office. Upon receipt of all inspections and/or other paperwork, the Port’s Building Official determines project completion and issues a C of O.



Port San Antonio
907 Billy Mitchell Blvd. 78226

Certificate of Occupancy

City of San Antonio Fire Department
REQUEST: Fire Final Inspection
Port San Antonio representative will call to schedule inspection.

Please print clearly. Incomplete applications will not be accepted: (DO NOT FAX OR E-MAIL APPLICATION)

BUSINESS CONTACT INFORMATION

Business Name (Doing Business As or DBA):
Port Property Address: Suite No Bldg. No
Primary Business Contact:
(Phone) (Fax) (Email)
Owner of Business:
Owner Address:
City: State: Zip Code:
Owner Contact:
(Phone) (Fax) (Email)

NOTE: If the applicant is a different person than the tenant, the following section must be completed by the applicant:

Applicant (name):
(Phone) (Fax) (Email)

PROPERTY and USE INFORMATION

Please check only one:

New Tenant Expanding/Reducing Lease Space* Existing Business/New Owner Same Owner/New Bus. Name
[*Existing Area (square feet) of Building/Tenant Space: New Area (square feet):]

Total Area (square feet) of Building or Tenant Space intended for Occupancy:

Please check only one:

There is an Active Building Permit for this location
There is not an Active Building Permit for this location

- 1) Will the principal use of the building or tenant Space be used for storage or warehousing?
2) What percentage of the building space will be used for warehousing?
3) Will you store, use, dispense, or mix flammable or combustible liquids...
4) Will you store, use, dispense, or mix any hazardous or toxic chemicals...

(Hazardous Materials Inventory Statement (HMIS) report may be required)

- 5) Will combustible dust be generated (sawdust, fine metal shavings, grain processing/storage)? Yes No
- 6) Will there be any spray painting on premises? Yes No
 - a. Will the building be equipped with a fire sprinkler system or a standpipe system? Yes No
- 7) Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared, excluding vending machines? Yes No
If yes, provide Occupancy Classification Letter (aka 'commodity letter') specifying the type of product and the projected quantities. Hazardous Materials Inventory Statement (HMIS) report may be required.
- 8) Will any manufacturing take place on the Premises? Yes No
- 9) Will liquid wastes sludge be generated which are not disposed of in the sewer system? Yes No

Important -if you are making application for a **new use** or a **use different than the previous use**, you may be asked for additional **"Change in Use"** information such as existing & proposed floor plans, parking analysis, etc. **The inspection will not be scheduled for the following business day.** A review of the additional information (e.g., floor plan, parking analysis) will take approximately 2 to 3 business days and may reveal the need for a building permit and/or possible denial of the CofO application.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a certificate of occupancy does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings. All application fees for Certificate of Occupancy are non-refundable and due at the time of submission. The application review will not begin until all fees have been paid, addresses verified, and the additional documents, if required, are received.

Signature of Tenant/Applicant: _____ DATE: _____

Applicant Name (Printed): _____

For Office Use Only: Primary Contact Work Authorization

Project/Development Manager: _____ Phone: (____) _____ - _____
(print name) Email: _____@portsanantonio.us

Property Manager: _____ Phone: (____) _____ - _____
(print name) Email: _____@portsanantonio.us

Date Submitted: _____

Zoning: _____ Building/Space Use: _____

Is this a change of use? Yes No

Occupancy Group/Classification _____ Construction Type: _____ Occupancy Load: _____

Special Conditions/Restrictions: _____

I hereby authorize issuance of a Certificate of Occupancy for the above referenced structure.

Approved By: _____ Date: _____

Nathan Lester CBO, MCP
Port San Antonio
Chief Building Official (COSA Ordinance #200705170564)

For Office Use Only

Port Permit No.: _____