



Certificate of Occupancy

BUSINESS INFORMATION

Business Name (Doing Business As or DBA): _____

Port Property Address: _____ Suite No _____ Bldg. No _____

Primary Business Contact: _____

(Phone) _____ (Email) _____

Owner of Business: _____ Address: _____

City: _____ State: _____ Zip Code: _____

POC: _____ (Phone) _____ (Email) _____

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

Applicant (name): _____ (Phone) _____ (Email) _____

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:
Is there an Active Building Permit* for this location? Yes No Port Permit # _____

- 1) Will the principal use of the building or tenant space be used as an aircraft hangar? Yes No
- 2) Principal use of the space used for laboratory, storage, or warehouse? Yes No
 - a. If yes, attach required Occupancy Classification Letter.
- 3) What percentage of the building space will be used for warehousing? _____ % Yes No
 - a. Will the materials be stored in racks? Yes No
 - b. If yes, identify proposed maximum storage height on racks (feet) = _____
 - c. For non-rack/shelf storage, proposed maximum storage height (feet) = _____
- 4) Will you store, use, dispense, or mix flammable or combustible liquids excluding those used for maintenance for operation of equipment? Yes No
 - a. If yes, attach required Occupancy Classification Letter.
- 5) Will you store, use, dispense, or mix any hazardous or toxic chemicals such as but not limited to oxidizers, corrosive liquids, poisonous gases, and radioactive materials? Yes No
 - a. If yes, attach required Occupancy Classification Letter.

Nathan Lester, CBO, MCP, RAS
Chief Building Official
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Port San Antonio-Permitting
907 Billy Mitchell Blvd. #120
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Plans Review and Permits Manager
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- 6) Will combustible dust be generated on this premise (sawdust, fine metal shavings, grain processing/storage)? Yes No
 a. If yes, attach required Occupancy Classification Letter.
- 7) 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
- 8) Food or beverages be manufactured, packaged, stored, distributed, sold, or prepared? Yes No
 a. If yes, attach required Occupancy Classification Letter.
- 9) Will any manufacturing take place on the Premises? Yes No
- 10) Will liquid wastes sludge be generated which are not disposed of in the sewer system? Yes No
- 11) Will your business be a source of air pollution (City Ordinance #2015-11-19-0967)? Yes No
 a. If yes, registration with the City of San Antonio's Air Pollution Control Program is required.

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 Permitting Office Use Only			
		Property Manager: _____	
		Phone #: _____	
Zoning _____ Occupancy Classification: _____ Building/Space Use: _____			
Is this a change of use? Yes No Special Conditions/Restrictions? Yes No			
Issuance of the Certificate of Occupancy is dependent on approval of all required inspections.			
Submission accepted by: _____ Date: _____			
Nathan Lester CBO, MCP, RAS Port San Antonio Chief Building Official			
Permit No.: _____			