



**Procedures for obtaining CERTIFICATE OF OCCUPANCY inspections:**

RESPONSIBILITY FOR SCHEDULING INSPECTIONS			
		INSPECTION AGENCY	
		PORT CBO	City of San Antonio- Fire Department
INSPECTION TYPE	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 C of O is issued.

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 Port’s CBO will coordinate with the CoSA Fire Department the building inspection. Once approved the Port’s CBO will notify the Port’s Property Management Director that the certificate of occupancy has been registered, including the CoSA A/P#, and is ready for scheduling the appropriate inspections.

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

**FIRE Inspections:** The project has been registered with the CoSA Fire inspections Department. Inspections can be scheduled by:

- 1) Calling (210) 207-8410 x1, or
- 2) Sending request by email to [fireinspections@sanantonio.gov](mailto:fireinspections@sanantonio.gov)

Please provide the dispatch operator the address, building #, CoSA registration # provided with the permit and approved plans, the purpose of the inspection, and your contact information for access to the property.

NOTE: All failed, rescheduled, or partial inspections scheduled that generate an additional COSA fee(s) will be paid initially by the Port in order to minimize project delays. An invoice will be sent to the contractor each time fees are assessed and require reimbursement.

**Port CBO Inspection:** Inspections can be scheduled by:

- 1) Calling (210) 362-7851, or
- 2) Sending request by email to [nathan.lester@portsanantonio.us](mailto:nathan.lester@portsanantonio.us)

Please provide the address, building #, reference the permit #, the purpose/scope of the inspection, and your contact information for access to the property. Inspection requests submitted by 4:00 pm Monday – Friday will be performed on the next business day.