



CONVERSE BUILDING DEPARTMENT

407 SOUTH SEGUIN ST.
Converse, Texas 78109
210-658-8285
210-659-3557 Fax

Application for a Certificate of Occupancy

This Form Is Only an Application and Does Not Constitute Approval To Open or Operate A Business.
Permits must be issued to **Licensed** contractors for any addition or remodeling.
All Fire and Building Inspections must be approved or utilities will be disconnected.

Business Address _____ Business Phone # _____
Applicant/Manager/Owner _____ Driver's License # _____ State. _____
Name of Business _____
Product or Services Provided _____
Hours of Operation _____ Scheduled Date to Open Business? _____
Home Address _____ Phone # _____
Building Owner / Agent Address _____ Phone # _____
Contact Person (Emergency) _____ Phone # _____
Will Alcohol be Served Y N Alcohol License Number _____
Will Food Be Served Y N If yes describe _____
What products Will Be Stored? _____
Total Area Sq Ft _____ Office Area _____ Storage _____ Work Area _____
Number of Parking Spaces Available on site _____ Number of Employees Expected _____
Applicant's Signature _____
Application Fee \$ 50.00 Date Paid _____ Receipt # _____

***** **Required Inspections** *****

Zone __ Structure __ Electrical __ Plumbing __ Mechanical __ Landscape __ ADA __ Signs __ Parking __
Zone: B-2 B-3 B-4 B-5 I-1 Residential Special use _____
Occupancy Load _____ Waste Water Report Complete _____
Building Inspector Approval (658-8285) _____ Date _____
Egress __ Alarm __ Lighting __ Extinguishers __ Health __ Life Safety __ MSDS __
Fire Department Approval: (658-8900) _____ Date: _____
Comments _____

This form must remain on the site until A formal Certificate of Occupancy is issued.