



PLANNING & COMMUNITY DEVELOPMENT
INSPECTIONS DIVISION
1400 SCHERTZ PARKWAY, BLDG. #1
SCHERTZ, TEXAS 78154-1634
(210) 619-1750
<http://schertz.com/>

APPLICATION
PRE CERTIFICATE OF OCCUPANCY INSPECTION
CERTIFICATE OF OCCUPANCY

New Building/New Construction

New Tenant Fee

Business Name: _____

Business Address: _____

Name of Tenant: _____

Business Phone#: _____ Business Fax: _____

Mobile#: _____

Email: _____

Building Owner's Name: _____

Building Owner's Address: _____

City: _____ State: _____ Zip: _____

Building Owner's Phone: _____

Type of Business: _____

Occupancy Type (check all that apply): Retail Manufacturing Office Warehouse/Distribution

Public Use Other _____

Size of Building or Suite (Square Feet): _____ Number of Employees: _____

No. Of Stories: _____ No. Parking Spaces on site: _____

In making this application, I pledge to conform to pertinent City of Schertz ordinances, codes, state & federal laws relating to the occupancy of said premises. It is understood that occupancy shall not occur until a Certificate of Occupancy and Compliance has been issued.

Authorized Agent of Owner's Signature

Home Address, City, State, Zip Code

Print Name

Date

FOR OFFICE USE

Permit No: _____ Zoning: _____ Use/Occupancy Type Verified? ____ Yes ____ No

No. of Parking Spaces Required: _____

Occupant Load: _____

Approved By: _____



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CERTIFICATE OF OCCUPANCY (C OF O)

WHEN IS A CERTIFICATE OF OCCUPANCY (C OF O) REQUIRED?

No building or structure shall be used or occupied, and no change in existing occupancy classification of a building or structure or portion thereof, or change in business ownership, or change in tenant occupancy, or building square footage shall be made until a Certificate of Occupancy has been issued by the Inspection Division. This includes the intent to "sub-lease" building space from one occupant to another. For further clarification or assistance, please call (210) 619-1750.

WHAT IS REQUIRED FOR A "C of O"?

An application is required, which can be obtained at the Inspection Division. Information necessary to complete the application is as follows:

- Business Name
- Business Address
- Name of Occupant
- Business Phone Number/Cell Phone Number
- Sales Tax ID Number, if applicable
- Building Owner's Name
- Building Owner's Complete Mailing Address
- Type of Occupancy
- Size of Building/Square Feet
- Number of Employees
- Number of Stories of Building
- Number of On-Site Parking Spaces

IS AN INSPECTION REQUIRED BEFORE I CAN OPEN MY BUSINESS?

Yes. You must obtain an inspection by the Building Inspector and Fire Marshal, as well as the Health Inspector, if the business is a food establishment. Your request for an inspection can be scheduled within one to two business days provided your application has been submitted and applicable fees are paid.

HOW LONG DOES IT TAKE TO GET A "C of O"?

This depends on the results of the inspection and whether there are any code violations or life safety issues that need correcting prior to occupancy. It also depends on the extent of any repairs or remodeling of the building if applicable.

HOW DO I KNOW THE TYPE OF BUSINESS I WANT TO OPEN IS ALLOWED IN THE CITY?

The Inspection Division determines all business occupancies based on the proposed use and the zoning district where the business is proposed. Staff will assist you in determining if the type of business you wish to operate is allowed in the area you are considering.

WHAT IS THE COST FOR A "C of O"?

Please refer to the current Certificate of Occupancy application or the schedule of fees provided on City of Schertz website at www.schertz.com. If any permits are required for work at the business either before or after the inspection, additional fees will apply.

IS A "C of O" REQUIRED IF THE NAME OR OWNERSHIP OF A BUSINESS IS CHANGED?

Yes, a change in tenant, or the name of the business, or the ownership of the business requires a new "C of O" application.

AM I ALLOWED TO OCCUPY THE BUSINESS BEFORE I OBTAIN THE "C of O"?

No, an approved "C of O" is required prior to any occupancy or use of the building location. It may be possible for Inspectors to authorize a Temporary "C of O" at their discretion and on a case-by-case basis following the inspection process. Consideration must be given to life, health and safety as well as compliance with application requirements.