



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 522-3126 • F: (210) 761-7352

Certificate of Occupancy Application

2018 IBC Section 111 A: A building or structure shall not be used or occupied, and a change of occupancy of a building or structure or portion thereof shall not be made, until the building official has issued a certificate of occupancy.

Administrative approval only - \$50.00

Initial or Remodel Inspection - \$125.00

Payment and a current floor plan with measurements of each space/room must be included with this application prior to it being processed.

Completed applications can be mailed to our PO Box, hand delivered to the office or emailed to stephanie.biggs@banderatx.gov

Occupancy Information

Address: _____ Square feet: _____

Intended use of space: _____

Owner Information

Company name: _____

Owner Name: _____ Phone number: _____

Physical address: _____

Mailing Address: _____

Email: _____

Contact person (if different from above)

Name: _____ Phone number: _____

Email: _____

Tenant Information (if different from above)

Company name: _____

Name: _____ Phone number: _____

Physical address: _____

Mailing address: _____

Email: _____

Contact person (if different from above)

Name: _____ Phone number: _____

Email: _____

Does your business involve the storage, sale or use of the following? (Select all that apply)

Alcohol _____	Flammable/Combustible liquid (10 gal. or more) _____	Poisonous/hazardous _____
chemicals/acid _____		
Cellulose Nitrate Film _____	Floor drains in building _____	Recycling Waste _____
Combustible Fibers _____	Food and/or beverage processing, storage or sales _____	Smoking _____
Compressed Gas _____	Food products _____	Vehicles in Building _____
Dry cleaning solvents _____	High Piled Stock (over 12') _____	Vehicle Repair Garage _____
Dust producing process _____	Liquid Propane gas _____	Welding or cutting _____
Explosives / Ammunition _____	Magnesium _____	Woodworking _____
Fireworks _____	Painting w/flammables _____	X-ray development _____

Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials

List any material discharged into the drainage system, ground or atmosphere: _____

Signature of Applicant: _____ Date: _____

FOR CITY USE ONLY:

Place Type: _____ Character District: _____

Permit #: _____

Approved by

Date