



# 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 [jaki.perkins@banderatx.gov](mailto:jaki.perkins@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. The quantity of all hazardous materials\* These can be located at <https://sdsmanager.com>>search**

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**