

CITY OF OLMOS PARK
CERTIFICATE OF OCCUPANCY APPLICATION

120 W. El Prado, San Antonio, TX 78212
Office: (210) 824-3281 (x. 309) Fax: (210) 826-5008

Business Information –

Address: _____

Doing Business As: _____ Business #: _____

Applicant Information –

Applicant: _____ Contact #: _____

Mailing Address: _____

E-Mail: _____ Fax #: _____

Property Information –

Owner: _____ Contact #: _____

Mailing Address: _____

E-Mail: _____ Fax #: _____

Nature of Business: _____

- 1) Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared at this location?
(Yes: Contact the City Secretary about applying for a City of Olmos Park Food Permit)

- 2) Will alcoholic beverages be sold for consumption on the premises?
(Yes: Contact the City Secretary about applying for a City of Olmos Park Alcohol Permit)

Notes to Applicant:

- 1) Each applicant will be charged a \$200 application fee. A \$50 fee will be assessed for each required re-inspection.

- 2) Prior to opening for business, your location must pass both a fire and building inspection.

- 3) A copy of your State Sales Tax Permit must be on file with the City before a permanent CofO will be issued.

I have read and agree to comply with all of the requirements of this application. Additionally, I certify that I am aware that it is my responsibility, as the business owner, to ensure that my business complies with all the requirements laid out by those codes adopted by the City at the time of this application and adopted from time to time by the City Council.

Applicant Name (print): _____ Date: _____

Applicant Signature: _____

FOR OFFICE USE ONLY:

C of O #: _____ Building Official: _____

Temporary Issue Date: _____ Fire Inspector: _____

Permanent Issue Date: _____ City Manager: _____