

Certificate of Occupancy Application Tenant Occupancy Application

City of Hill Country Village
116 Aspen Lane
San Antonio, Texas 78232
Phone (210) 494-3671 Fax (210) 490-8645

Permit # _____
Fee \$ _____
Receipt # _____
Date Paid _____
Rec'd by _____

Business Name _____ **Phone** _____

Business Address _____

Applicant's Name (Business Owner/Operator) _____

Applicant Address _____

Applicant Phone _____

State Sales Tax Number _____ *Please attach certificate to application*

Property Owner Name & Address _____

Alarm System at the property: Yes No

Under provisions of Ordinance No. 291, dated September 12, 1983, City of Hill Country Village, I hereby apply for an Occupancy Permit at the above referenced address for the purpose of operating a (see list on opposite side) _____.

I understand that an Occupancy Permit, when granted, is not a perpetual instrument for the specified business for which issued; that should the building be changed, altered, extended, or should the business or premises be sold or a new business use commence upon the premises, a new or separate certificate of occupancy shall be required. I further understand that this occupancy permit may not be transferred to another person except where such transfer shall be due to devolution under the Texas Inheritance Laws.

Signature of Applicant _____ **Date** _____

Building Inspector _____ **Date** _____

Sign review results Conforming Nonconforming 1 year Nonconforming 2 years

Fire Marshal _____ **Date** _____

	B-1	B-2	B-3
Aerial survey	X	X	X
Air-conditioning		X	X
Animal clinic		X	X
Antique store	X	X	X
Specialty retail shop	X		
Appliance store		X	X
Automobile parts		X	X
Bakery	X	X	X
Bank, drive-in bank, or other financial institution insured by FDIC		X	X
Barbershop/beauty salon	X	X	X
Bicycle, lawnmower		X	X
Blueprinting and photostating	X	X	X
Bookstore	X	X	X
Business machines		X	X
Candy, nut and confectionery	X	X	X
Clothing and accessories	X	X	X
Daycare, nursery, through and including kindergarten		X	
Drugstore		X	X
Electronic equipment		X	X
Fabric shop	X	X	X
Fine arts gallery	X	X	X
Floor covering		X	X

Florist	X	X	X
Home furnishings, decor, accents, accessories	X	X	X
Gift shop	X	X	X
Glass	X	X	X
Hardware	X	X	X
Health food	X	X	X
Hobby supply	X	X	X
Interior decorating	X	X	X
Jewelry	X	X	X
Laboratory, dental or medical		X	X
Laundry and/or dry cleaning pickup station only, (no on-site processing)		X	X
Leather goods or luggage	X	X	X
Locksmith		X	X
Lodges, not to exceed 50 members		X	X
Massage therapy/spa	X	X	X
Medical or dental clinic		X	X
Museum	X	X	X
Musical instruments/sheet music	X	X	X
Office building		X	X
Office, professional or administrative	X	X	X
Office suite		X	X
Office equipment and supply		X	X

Optical goods, allow grinding to prescription		X	X
Paint and wallpaper	X	X	X
Pawnshop			X
Permanent cosmetics	X	X	X
Pet shop		X	X
Photographic equipment and supplies	X	X	X
Picture framing	X	X	X
Plumbing fixture	X	X	X
Public school	X	X	X
Sexually oriented business			X
Shoe sales	X	X	X
Sign shop		X	X
Sporting goods	X	X	X
Snack and beverage shop	X	X	X
Stamps and coins	X	X	X
Stationery/paper products	X	X	X
Studio	X	X	X
Surgical supplies		X	X
Tailor shop	X	X	X
Tattoo studio			X
Tennis, racquetball or handball courts - indoor only		X	X
Tobacco shop	X	X	X
Toys	X	X	
Trophy	X	X	X