

Office Use Only:
Reviewed by:
Initials _____ Date _____

CITY OF CIBOLO
APPLICATION FOR
CERTIFICATE
OF OCCUPANCY
Phone: (210) 658 - 4175
Fax: (210) 658 - 8065

Notes: (Office use only)

Updated: 02/01/2021 CDS-029

APPLICATION:

Please fill out this form completely, supplying all necessary information and documentation to support your request, including but not limited to a site plan and construction plans (if applicable).

Certificate of Occupancy Fee -\$250.00
Inspection included

Your application will not be accepted until the application is completed and required information provided.

PROPERTY OWNER INFORMATION:

Name: _____
Company: _____
Address: _____

E-Mail: _____
Phone: _____ Mobile: _____

BUSINESS OWNER INFORMATION:

Business Owner: _____
Address: _____
E-Mail: _____
Phone: _____ Mobile: _____

BUSINESS INFORMATION:

Business Address: _____
Subdivision: _____ Tract: _____ Lot #: _____ Block: _____
Zoning: _____
Tenant / Business Name: _____
Describe nature of proposed business: _____

State Tax ID #: _____ Date to occupy: _____
(attach copy of Texas Sales & Use Tax Permit)

Max # of employees: _____

BUILDING INFORMATION:

Will there be any modifications required to accommodate your business?

If yes, an inspection and approval will be required prior to occupancy. Permits may be required.

Please contact the City offices for requirements.

Occupancy Type: _____ Use Classification: _____
Total Building Sq Ft: _____ Office Sq Ft: _____
No. of Stories: _____ No. of Elevators: _____ No. of units/suites: _____
of Water Meters: (new) _____ Size / Water Meter(s) (new): _____
Sprinkler System: _____ if yes, permit will be required. Occupancy Load: _____

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of Laws and Ordinances governing this type of work will be complied with whether specified herein or not. I understand granting of a permit does not presume to give authority to violate or cancel the provisions of any City Guidelines, Ordinances, Codes, State or local Laws regulating construction or the performance of construction.

(SIGNATURE OF OWNER, CONTRACTOR OR AUTHORIZED AGENT)

DATE