

# Opening A New Business in Castle Hills?

## **Please complete these items before opening your doors for business.**

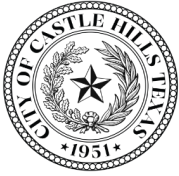
- If the space to be occupied will be remodeled in any way contact the permit office (210) 293-9675 to check if a permit is needed. If a permit is needed, the required inspections for that permit need to be passed **PRIOR** to applying for the Certificate of Occupancy permit.

*If needed, a Temporary Certificate of Occupancy can be issued for utility purposes BUT doors cannot be open for the purpose of conducting business.*

- Complete the Certificate of Occupancy application (submitted and paid) then pass all required inspections. If taxable sales will be made, a copy of the Texas Sales And Use Tax Permit MUST be submitted with the application AND it must show "Castle Hills" as your location. If "San Antonio" is shown on the certificate, you cannot conduct business in Castle Hills.
- ALL SIGNS, temporary and affixed, require a permit. Permits must be obtained **PRIOR** to the placement of any signage or a Work Without Permit fee will be incurred.

*Temporary Banners/Signage (such as coming soon) can be obtained prior to the completion of the Certificate of Occupancy.*

*Permanent Signs are ONLY issued upon approved sign art AND the successful completion of all required inspections for the Certificate of Occupancy.*



## CITY OF CASTLE HILLS, TEXAS APPLICATION FOR CERTIFICATE OF OCCUPANCY

The undersigned, in accordance with provisions set out in the City of Castle Hills Code or Ordinances, hereby applies for a Certificate of Occupancy for the business indicated below:

**(Please Print)**

**SECTION 1.**

Name of Business: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address – include suite number \_\_\_\_\_

Name of Strip Center/Office Building: \_\_\_\_\_

Management Company Name & Phone # \_\_\_\_\_

**SECTION II.**

**BUSINESS OWNER Contact Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

**PARTNER/OWNER Contact Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

**MANAGER Contact Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Please complete the Alarm Registration form)*

**SECTION III.**

Will taxable sales will be made?  Yes  No

*A copy of your sales tax permit **must** be attached to this application or must be submitted prior to issuance of your certificate of occupancy. Your sales tax permit must indicate that the business is in the City of Castle Hills, Texas or the issuance of your Certificate of Occupancy may be delayed or **will not** be issued.*

Type of business: \_\_\_\_\_

Types of sales handled at this location: \_\_\_\_\_

**SECTION IV.**

Square footage of the space/unit/structure? \_\_\_\_\_

Will there be any building or trade permits needed for this location?  Yes  No

*(If yes: all construction must be complete and permit inspections approved prior to C of O inspection request)*

**SECTION V.**

If there are changes to management or ownership of the business, I understand that I am responsible for contacting the City's Administrative Office, in writing at 209 Lemonwood Dr., Castle Hills, TX 78213.

I acknowledge that I am responsible for applying for any permits (building, electrical, plumbing, HVAC, sign, health or fire) that may be required by law.

The granting of a certificate does not presume to give authority to violate or cancel the provisions of any other state or local ordinances, regulations, future construction, the performance of construction or the use of any land or building.

The undersigned (jointly and severally if more than one) for himself or themselves and his or their successors, assigns, heirs, and legal representatives, understand and agree that the above information is true and correct.

Owner/Representative Name (print): \_\_\_\_\_

Signature of owner/representative \_\_\_\_\_ Date: \_\_\_\_\_

*Would you like to be contacted to schedule a ribbon cutting or grand opening ceremony?*  Yes  No

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>To be completed by City Offices Only</b>			Zoning: _____	Rcvd by: _____
FEE RECEIVED \$ _____	Cash / Credit / Check # _____	Date _____		
<b>DATE OF FINAL INSPECTIONS:</b>				
BUILDING _____	FIRE _____	HEALTH _____		
30-TEMPORARY C of O # _____	Date _____	CPS RELEASE DATE: _____		
<i>PERMANENT CERTIFICATE OF OCCUPANCY MUST BE OBTAINED UPON APPROVAL OF ALL INSPECTIONS</i>				
PERMANENT Certificate of Occupancy # _____		Date: _____		

# CASTLE HILLS FIRE DEPARTMENT

## *Certificate of Occupancy Checklist*

When applying for a Certificate of Occupancy these general questions should be addressed prior to signing a lease agreement with the property owner or property management.

- 1) What type of business? \_\_\_\_\_
- 2) Occupancy Classification? \_\_\_\_\_
- 3) Total square footage of space leased? \_\_\_\_\_
- 4) Does space meet current fire codes for type of business? \_\_\_\_\_
- 5) Will space require Fire Suppression system? \_\_\_\_\_
- 6) Will space require a monitored Fire Alarm system? \_\_\_\_\_

These are general questions that should be answered prior to signing a lease agreement or beginning to invest funds into the space. If there are any questions that you are unable to answer, please contact the Castle Hills Fire Department at 210-342-2341 and one of the inspectors would be glad to assist you. When it is time to request an inspection for your Certificate of Occupancy the following checklist will show you some items that the inspector will be looking for. All items may not apply to your business and are based on the type of occupancy and total square footage of leased space. The Certificate of Occupancy inspection should be the last inspection requested before opening. All items such as counters, displays, fire prevention devices, and equipment should be in place prior to requesting the inspection to ensure that all meet current fire code requirements. When scheduling your inspection, allow for ample time to make corrections to any deficiencies found during the inspection before your planned opening date. Again, if you are unsure of any items listed, how they may apply to you and their requirements, please contact the City of Castle Hills or the Castle Hills Fire Department. By addressing these issues at the time of your application request, it should allow for a concerted effort to make the application and inspection process proceed as quickly as possible.

## Pre-Inspection Checklist

Description	YES	NO	N/A
<b>Appropriate and Operational Exit Signs</b>			
<b>Operational Emergency Lighting</b>			
<b>Appropriate Number and Type of Extinguishers</b>			
<b>Extinguishers Mounted Correctly</b>			
<b>Address Displayed ( Front and Back)</b>			
<b>No Combustible Items Under Stairs</b>			
<b>Unobstructed Aisles</b>			
<b>Unobstructed Exits</b>			
<b>All Electrical Boxes, Outlets, Switches Covered</b>			
<b>Access to Electric Panel</b>			
<b>Breakers in Electric Panel Labeled</b>			
<b>Travel Distance to Fire Extinguisher &lt; 75 ft.</b>			
<b>Space is Neat and Orderly</b>			
<b>All Ceiling Tiles are in Place and Intact</b>			
<b>Unobstructed Sprinkler Heads</b>			
<b>Access to Sprinkler Riser</b>			
<b>Appropriate use of Extension Cords</b>			
<b>Appropriate Automatic Hood System for Stove</b>			
<b>Appropriate Designated Fire Lanes</b>			

This is only a general list of items the inspector will be looking for at the time of inspection. Additional items and requirements may be needed based on the type of business leasing the space. A Pre – Certificate of Occupancy consultation with a Fire Inspector may be performed by appointment only, based on staff availability.

**209 LEMONWOOD • SAN ANTONIO, TEXAS • 78213**  
**PHONE: (210) 342-2341 • FAX: (210) 341-6188**