NOTE: A building permit is required for any alteration or construction work.

To receive an inspection for a “Certificate of Occupancy” it is important that the following instructions are followed:

1. Submit a completed Application for Certificate of Occupancy along with a Fire and Life Safety Inspection Registration form.
2. Pay $300.00 application fee.
3. Contact the City of Bulverde Permitting Department to schedule inspection(s) no more than one day in advance. Inspections must be called in by 4:00 p.m. Monday—Friday. Please be advised that our inspection company requires a 72-hour advance notice to schedule fire inspections, which is part of the occupancy inspection.
4. The space or building must be accessible between the hours of 8:00 a.m.—5:00 p.m. Monday through Friday.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

1. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite number must be posted on the building in 6” minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electrical panel, which serves that space.
5. Missing circuit breakers or knockouts in electrical panels and junction boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Added electrical fixtures and outlets must comply with the National Electric Code.
8. Hose bibs should have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be properly vented and installed.
CITY OF BULVERDE
APPLICATION FOR CERTIFICATE OF OCCUPANCY

PROJECT INFORMATION

PERMIT #: _______________________

PLEASE CHECK ONE:  NEW FACILITY / FIRST INSPECTION ☐ ANNUAL INSPECTION ☐

PROPERTY NAME/DESCRIPTION: ________________________________________________

PROJECT ADDRESS: __________________________________________________________

SUBDIVISION / AREA NAME: __________________________________________________

OWNER INFORMATION

NAME: ____________________________

ADDRESS: __________________________

CONTACT PERSON: __________________ PHONE: ____________________________

CELL PHONE NUMBER: __________________ FAX: ____________________________

TENANT INFORMATION

STATE SALES AND USE TAX ID NUMBER: __________________________

COMPANY NAME: ____________________________

ADDRESS: ____________________________

CONTACT PERSON: __________________ PHONE: ____________________________

CELL PHONE NUMBER: __________________ FAX: ____________________________

* * ATTACH PROOF OF UTILITY SERVICE TO THIS APPLICATION (STATEMENT OR LETTER)

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

All permits require final inspection.

I hereby certify that I have read and examined this application 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 or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: ____________________________ Date: ____________________________

Application approved by: ____________________________ Date: ____________________________

CERTIFICATE OF OCCUPANCY FEE: $300.00 DATE PAID: ____________________________ RCT #: ____________________________

* * The Tenant must provide the City of Bulverde with their Sales and Use Tax ID number and proof of utility services prior to receiving a Certificate of Occupancy. Without proof of this information a Temporary Certificate of Occupancy, valid for up to 30 days, will be issued. Upon receipt of the required information, and after inspections, a permanent Certificate of Occupancy will be issued.

30360 Cougar Bend, Bulverde Texas 78163
830.438.3612 / 830.980.8832 metro / 830.438.4339 fax
www.bulverdetx.gov

08/2016
# CITY OF BULVERDE

## FIRE AND LIFE SAFETY INSPECTION REGISTRATION

### PLEASE CHECK ONE OF THE FOLLOWING:
- New Facility / First Inspection
- Annual Inspection

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>ADDRESS:</td>
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<tr>
<td>BUSINESS/FACILITY NAME:</td>
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<td>GAS SERVICE PROVIDER:</td>
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Signature of Applicant: ____________________________ Date: ________________

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**OFFICE USE ONLY:**

Received by: ____________________________ Date: ____________________________

Inspection Date: ________________ Inspection Result: ____________________________

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