



*Protecting, Defending and Promoting the Family,
the building block of society*

#SAFA Educational Video Series

CoSA Certificate of Occupancy

Why Is Every Business in the City Required
to Posses and Conspicuously Display a C of O
Except Delantero's #ppSouthTexas?

45 NE Loop 410, Ste. 100, San Antonio, TX 78216 | Tel: (210) 928-7232 | Fax: (210) 344-0560

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CITY OF SAN ANTONIO
 RESIDENTS VISITORS BUSINESS YOUR GOVERNMENT GET CONNECTED SEARCH

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CPS ENERGY

MORE LINKS...

OFFICE & LOCATION

Cliff Morton Development and Business Services Center
 1901 South Alamo Street
 San Antonio, TX 78204

Phone:
210.207.1111

Hours:
7:45 am - 4:30 pm (Mon - Fri)
Closed on City Holidays

COMMERCIAL DEVELOPMENT IN SAN ANTONIO

San Antonio, home to five major Universities, a thriving medical research hub, vibrant and expanding downtown, world-class restaurants, nationally acclaimed museums and a great cost of living for families and businesses, is a perfect destination for commercial investments.

We take pride in partnering with commercial developers to further enhance and expand the City's commercial infrastructure. To facilitate your project we have a commercial building process that helps navigate your project from beginning to completion. Timely service is a high priority for Development Services so we provide information on the [Average Time to Obtain a Building Permit](#). In order to help expedite your project we offer special services such as: Preliminary Plan Review, After-Hours Plan Review, Fast-Track Permits, Plan Review by Appointment, Phased Permitting and, Partial/Conditional Permits.

Since there are often questions regarding the City's Commercial Building process, we encourage you to review the commercial stages below, including verification of the proposed project zoning, scheduling a Preliminary Plan Review, submitting construction drawings, obtaining appropriate permits, scheduling inspections and finalizing your project by obtaining a Certificate of Occupancy.

We also have qualified and knowledgeable department staff that are always willing to assist and guide you through the process.

ZONING **PRE-PLAN REVIEW** **REVIEW** **PERMIT APP** **INSPECTIONS** **UTILITY RELEASE** **COFO**

A Certificate of Occupancy is required for all businesses in the City of San Antonio. No building or structure can be used or occupied until our department has issued a Certificate of Occupancy. For buildings with multiple tenants, each tenant space must obtain their own Certificate of Occupancy based on the approved use.

For new construction, a Certificate of Occupancy is issued upon completion of all the required inspections. For renovations of buildings with an existing Certificate of Occupancy, Development Services is happy to update the information on your Certificate if there has been no change in business use or occupancy, if there has been a change in occupancy or business use, you may be required to apply for a new Certificate of Occupancy.

TEMPORARY CERTIFICATE OF OCCUPANCY

A contractor can request a Temporary Certificate of Occupancy at various stages of the building process. This allows for occupancy of certain portions of the building once work is completed and the structure is safe. For example, a restaurant may require a Temporary Certificate so that they can train staff and move in the appliances, equipment, tables and chairs prior to receiving the formal Certificate of Occupancy.

It is the contractor's responsibility to verify that all required inspections for either a Temporary Certificate of Occupancy and/or a Certificate of Occupancy is issued prior to any business operation.

For the difference phases related to Temporary Certificate of Occupancy (TCO) and Full Certificate of Occupancy (CofO) please reference [Phases of TCO and CofO](#).

CERTIFICATE OF COMPLETION

For a shell building with multiple suites that is not finished out but is ready for occupancy, Development Services will issue a Certificate of Completion on that shell permit. The department will also issue a Certificate of Completion for construction projects that do not require a new Certificate of Occupancy. In both cases, inspections are still required to be approved in order to obtain the Certificate of Completion.

<p>Forms & Applications:</p> <ul style="list-style-type: none"> IB 126 - Certificate of Occupancy for Commercial Construction and Temporary Certificate of Occupancy for Commercial Construction 	<p>Resources:</p> <ul style="list-style-type: none"> Phases of TCO and CofO
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OFFICE & LOCATION

Cliff Morton Development and Business Services Center
1901 South Alamo Street
San Antonio, TX 78204



CERTIFICATE OF OCCUPANCY

Any building being used or occupied as a commercial structure must have a Certificate of Occupancy. The type of proposed business will determine if you need an on-site inspection or simply a name change on the existing certificate of occupancy.

Review below to determine which business occupancy situation applies to you:

CHANGE OF USE

NO CHANGE OF USE

If the proposed business is a different type of business than what currently operates in the building, then you will need a new Certificate of Occupancy to legally operate the business within the City of San Antonio. For example, if the property was a clothing store and you plan to make it a hair salon, the business will need a new Certificate of Occupancy.

Keep in mind that certain types of businesses will always require a Business Owner to apply for a new Certificate of Occupancy even if the proposed use of the space remains the same:

- Alcohol Sales
- Boarding Homes
- Transitional Homes
- Community Homes & Assisted Living Facilities
- Bed & Breakfasts
- Head Shops
- Live Entertainment
- Salvage Yards & Metal Recycling Facilities

To initiate the process, submit an [Application for Certificate of Occupancy](#) and our department will schedule the appropriate inspectors to inspect your business. Typical inspections include Building, Electrical, Mechanical, Plumbing, and Fire. You may also require a Health Inspection from [San Antonio Metropolitan Health Department](#). After your business successfully passes all required inspections, Development Services will issue your Certificate of Occupancy.

Forms & Applications:

- [Certificate of Occupancy Application](#)
- [Application to Update an Existing Certificate of Occupancy](#)
- [JB 126 - Certificate of Occupancy-Commercial Construction](#)



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Review below to determine which business occupancy situation applies to you:

CHANGE OF USE

NO CHANGE OF USE

Not all business types will require a new Certificate of Occupancy. When a change of ownership or lessee occurs within an existing building or tenant-space, yet the type of use remains basically the same, a new certificate of occupancy is not necessary. All you need to do is fill out an [Application to Update an Existing Certificate of Occupancy](#) to request a name change on the existing certificate of occupancy.

Forms & Applications:

- [Certificate of Occupancy Application](#)
- [Application to Update an Existing Certificate of Occupancy](#)
- [IB 120 - Certificate of Occupancy-Commercial Construction](#)

NO. 1073082

CITY OF SAN ANTONIO, TEXAS
DEVELOPMENT SERVICES DEPARTMENT

DATE: 03/09/2005

CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:

Address of Location 2140 BABCOCK RD
SUITE 200

Lot: 58 Block: 3 NCB: 11613

has been inspected and the following occupancy thereof is hereby authorized:

Occupant Group: B Occupant Load: 28

Occupant: UNIVERSITY HEALTH

Description of Business: DOCTORS OFFICE

DBA Name: UNIVERSITY HEALTH

DIRECTOR OF DEVELOPMENT SERVICES

This Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. 1113076

DATE: 08/23/2005

**CITY OF SAN ANTONIO, TEXAS
DEVELOPMENT SERVICES DEPARTMENT**

CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:

Address of Location 2140 BABCOCK RD
SUITE #220

Lot: 58 Block: 3 NCB: 11613

has been inspected and the following occupancy thereof is hereby authorized:

Occupant Group: B Occupant Load: 20

Occupant: ACCU MOLECULAR DIAGNOSTICS, INC

Description of Business: DNA TESTING

DBA Name: MEDICAL DIAGNOSTIC LAB



DIRECTOR OF DEVELOPMENT SERVICES

This Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. N/A CITY OF SAN ANTONIO, TEXAS DATE: 1/25/1984
DEVELOPMENT SERVICES DEPARTMENT
CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:

Address of Location 2140 BABCOCK RD Bldg: Suite:
Lot: 58 Block: 3 NCB: 11613 Zone: C1

has been inspected and the following occupancy thereof is hereby authorized:

Occupancy Group: N/A Occupant Load: N/A

Occupant: OMNI INTEREST

DBA: OMNI INTEREST

Use of Premises:

SHELL ONLY-INTERIOR COMPLETION PERMITS REQUIRED



Director of Development Services

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. 320690

CITY OF SAN ANTONIO, TEXAS
DEVELOPMENT SERVICES DEPARTMENT

DATE: 5/30/1997

CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:

Address of Location 2140 BABCOCK RD Bldg: Suite: 101

Lot: 58 Block: 003 NCB: 11613 Zone: B1

has been inspected and the following occupancy thereof is hereby authorized:

Occupancy Group: B Occupant Load: 233

Occupant: WARM SPRINGS + BAPTIST REHAB NETWORK

DBA: WARM SPRINGS + BAPTIST REHAB CENTER NORTHWEST

Use of Premises:

OUTPATIENT PHYSICAL, OCCUPATIONAL, SPEECH & BEHAVIORAL
THERAPY, ADDRESS TO INCLUDE SUITE 201



Director of Development Services

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. N/A CITY OF SAN ANTONIO, TEXAS DATE: 3/02/1984
DEVELOPMENT SERVICES DEPARTMENT
CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:

Address of Location 2140 BABCOCK RD Bldg: Suite: 101

Lot: 58 Block: 003 NCB; 11613 Zone: B1

has been inspected and the following occupancy thereof is hereby authorized:

Occupancy Group: N/A Occupant Load: N/A

Occupant: RIVER SITY INTEREST

DBA: RIVER SITY INTEREST

**Use of Premises:
OFFICE**



Director of Development Services

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. N/A CITY OF SAN ANTONIO, TEXAS DATE: 5/26/1987
DEVELOPMENT SERVICES DEPARTMENT
CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:

Address of Location 2140 BABCOCK RD Bldg: Suite: 101

Lot: 58 Block: 003 NCB: 11613 Zone: B1

has been inspected and the following occupancy thereof is hereby authorized:

Occupancy Group: N/A Occupant Load: N/A

Occupant: REHABILITATION CENTER OF SOUTH TEXAS

DBA: REHABILITATION CENTER OF SOUTH TEXAS

Use of Premises:
PHYSICAL THERAPY
INCLUDES SUITE 102



Director of Development Services

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. N/A CITY OF SAN ANTONIO, TEXAS DATE: 10/24/1984
DEVELOPMENT SERVICES DEPARTMENT
CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:
Address of Location 2140 BABCOCK RD Bldg: Suite: 110
Lot: 58 Block: 003 NCB: 16613 Zone: 01
has been inspected and the following occupancy thereof is hereby authorized:
Occupancy Group: N/A Occupant Load: N/A

Occupant: JESSE JUAREZ
DBA: JESSE JUAREZ COMPANY
Use of Premises:
ARCHITECTS OFFICE



Director of Development Services

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. N/A CITY OF SAN ANTONIO, TEXAS DATE: 10/23/1984
DEVELOPMENT SERVICES DEPARTMENT

CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:

Address of Location 2140 BABCOCK RD Bldg: Suite: 118
Lot: 58 Block: 003 NCB: 16613 Zone: 01

has been inspected and the following occupancy thereof is hereby authorized:

Occupancy Group: N/A Occupant Load: N/A

Occupant: DALE PARSON

DBA: PARSON'S OPTICAL

Use of Premises:
OFFICE



Director of Development Services

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. N/A CITY OF SAN ANTONIO, TEXAS DATE: 10/24/1984
DEVELOPMENT SERVICES DEPARTMENT
CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:

Address of Location 2140 BABCOCK RD Bldg: Suite: 120
Lot: 58 Block: 003 NCB: 16613 Zone: 01

has been inspected and the following occupancy thereof is hereby authorized:

Occupancy Group: N/A Occupant Load: N/A

Occupant: OMNI INTERESTS

DBA: OMNI INTERESTS

Use of Premises:
LEASING OFFICE



Director of Development Services

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. 41450B CITY OF SAN ANTONIO, TEXAS DATE: 10/02/2002
DEVELOPMENT SERVICES DEPARTMENT
CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:

Address of Location 2140 BABCOCK RD Bldg: Suite: 150

Lot: 58 Block: 003 NCB: 16613 Zone: 01

has been inspected and the following occupancy thereof is hereby authorized:

Occupancy Group: B Occupant Load: 28

Occupant: HORIZON OPEN MRI SAN ANTONIO WEST, LLC

DBA: HORIZON OPEN MRI

Use of Premises:
PROFESSIONAL IMAGING



Director of Development Services

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. N/A CITY OF SAN ANTONIO, TEXAS DATE: 5/27/1987
DEVELOPMENT SERVICES DEPARTMENT
CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:

Address of Location 2140 BABCOCK RD Bldg: Suite: 200

Lot: 58 Block: 003 NCB: 11613 Zone: 02

has been inspected and the following occupancy thereof is hereby authorized:

Occupancy Group: N/A Occupant Load: N/A

Occupant: REHABILITATION CENTER OF SOUTH TEXAS

DBA: REHABILITATION CENTER OF SOUTH TEXAS

Use of Premises:
PHYSICAL THERAPY



Director of Development Services

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. N/A CITY OF SAN ANTONIO, TEXAS DATE: 4/10/1985
DEVELOPMENT SERVICES DEPARTMENT
CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:

Address of Location 2140 BABCOCK RD Bldg: Suite: 202

Lot: ;; Block: 000 NCB: 1613 Zone: 01

has been inspected and the following occupancy thereof is hereby authorized:

Occupancy Group: N/A Occupant Load: N/A

Occupant: ALL CAR COMMUNICATIONS

DBA: ALL CAR COMMUNICATIONS

Use of Premises:
OFFICE



Director of Development Services

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

NO. 483060 **CITY OF SAN ANTONIO, TEXAS** **DATE: 9/18/2002**
DEVELOPMENT SERVICES DEPARTMENT
CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:
Address of Location 2140 BABCOCK RD **Bldg:** Suite: 250
Lot: 58 **Block: 3** **NCB: 11613** **Zone: C1**

has been inspected and the following occupancy thereof is hereby authorized:

Occupancy Group: B **Occupant Load: 48**
Occupant: EUROPEAN MASSAGE THERAPY INSTITUTE
DBA: EUROPEAN MASSAGE THERAPY INSTITUTE
Use of Premises:
MASSAGE THERAPY INSTITUTION


Director of Development Services

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

Example of another Ambulatory Surgical Center's Valid Certificate of Occupancy

Note: Description Specifically states Business Use: Ambulatory Center

NO. 1242348 CITY OF SAN ANTONIO, TEXAS DATE: 02/14/2007
 DEVELOPMENT SERVICES DEPARTMENT

CERTIFICATE OF OCCUPANCY

THIS IS TO CERTIFY that the building located at:
 Address of Location 21 SPURS LANE
 BLDG 1 STE SL100

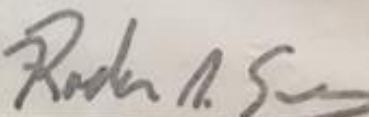
Lot: 7 Block: 4 NCB: 17660

has been inspected and the following occupancy thereof is hereby authorized:

Occupant Group: Occupant Load: 132
 Occupant: SAN ANTONIO SURGERY CENTER, LTD

Description of Business: AMBULATORY CENTER

DBA Name: THE CENTER FOR SPECIAL SURGERY @ TCA


 Interim Director
 DIRECTOR OF DEVELOPMENT SERVICES



*Protecting, Defending and Promoting the Family,
the building block of society*

WHAT ARE WE ASKING YOU, MAYOR IVY TAYLOR AND CITY COUNCIL MEMBERS, TO DO?

1. Remove the Development Services' re-definition of an Ambulatory Surgical Center from the ASC Amendment to the Unified Development Code because the Re-Defined ASC Amendment will allow future ASC Abortion Facilities to be located next to residential neighborhoods. **OR YOU MUST,**
2. Vote "NO" on the Re-defined ASC Amendment to the UDC following the City's Zoning Commission's NON-Recommendation of it!
3. **It's vital that you understand the a vote for the RE-DEFINED ASC AMENDMENT is a vote for 'Planned Parenthood' and a vote to EXPAND SURGICAL ABORTIONS throughout San Antonio! Your vote will put you on record for voting on a change to the City's zoning that directly impacts surgical abortion. If you've ever said that you are pro-life then you need to vote "NO"!** |

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