



Converse Building Department
407 South Seguin Street, Converse Texas 78109
210-658-8285
210-659-3557 Fax
www.conversetx.net

Application for a Certificate of Occupancy

This form is only an application and does not constitute approval to open or operate a business.

Permits must be issued to licensed contractors to install any fixtures, signs, additions or remodeling.

All fire and building inspections must be approved prior to conducting business at this location or a citation will be issued and/or utilities will be disconnected.

Before proceeding the applicant should verify with the Converse Building Department that the building and location are in the proper zone and meet the occupancy requirements for the type of business.

The applicant is responsible for any County, State or Federal licenses or permits that may apply to your business.

Name of Business _____

Business Location Address _____

Business Mail Address _____ Business Phone# _____

Manager/Owner Name _____
Driver's License# _____ State _____ Date of Birth ____/____/____
Home Address _____ City _____ Zip _____
Home Phone# _____ Mobil # _____
Email _____ Website _____

Alternate Contact Person (Emergency) _____ Phone # _____

Building Owner / Agent _____ Phone # _____

Product or Services Provided _____

Scheduled Date to Open Business? _____ Hours of Operation _____

Will Food Be Served Y N If yes describe _____ Will Alcohol be sold Y N

What products Will be Stored? _____

Number restrooms available _____ Number of Parking Spaces Available for this business _____

Number of Employees Expected _____ Expected customers or seats available _____

Describe any building modifications or equipment to be installed (Plans and permits may be required)

Total Area Sq Ft _____ Office _____ Storage _____ Public / business area _____

I hereby acknowledge that I have read this application and state that the above is correct and I agree to comply with all City of Converse Ordinances, State Laws, and International Building Codes regulating building occupancy and ADA provisions.

Applicant's Signature _____ Date _____ Application Fee \$ 100.00