



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

Application for a Certificate of Occupancy

**Applicant/Agent will provide copy of valid Bexar County Tax Certificate and DBA.
This form is only an application and does not constitute approval to open or operate a business.
Permits must be issued to licensed contractors for ALL facility modifications 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.

The applicant shall verify with the Converse Building Department that the building and location are appropriately zoned 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 _____

Number of Employees Expected _____ Expected customers or seats available _____

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

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

Under penalty of perjury, I hereby certify and acknowledge that I have read this application and have completed this application with information that is true and correct. I agree to comply with all City of Converse ordinances, Federal and State Laws, and International Code Council (ICC) Building Codes regulating building occupancy.

Applicant's Signature _____ Date _____

Application Fee \$ 100.00 Inspection Fee \$50