



# BEXAR COUNTY FIRE MARSHAL'S OFFICE

622 Dolorosa SAN ANTONIO, TX 78207 (210) 335-0300 Fax: (210) 335-0330



## APPLICATION FOR A CHANGE OF OCCUPANCY

**CHANGE OF OCCUPANCY INSPECTION: \$150.00** (Make check or money order payable to: BEXAR COUNTY CLERK.)

2009 International Fire Code, Chapter 1, Section 102.3 Change of use of occupancy: No change shall be made in the use or occupancy of any structure that would place the structure in a different division of the same group or occupancy or in a different group of occupancies, unless such structure is made to comply with the requirements of this code and the International Building Code. Subject to the approval of the fire code official, the use or occupancy of an existing structure shall be allowed to be changed and the structure is allowed to be occupied for purposes in other groups without conforming to all the requirements of this code and the International Building Code for those groups, provided the new or proposed use is less hazardous, based on life and fire risk, than the existing use.

### SECTION A: BUSINESS INFORMATION

New Business Name		Business Address/Suite #		City	Zip Code
Business Phone #		Business Fax #		Business Owner e-mail address	
Business Owner Name	Business Owner Home Address	City, State, Zip Code		Business Owner Ph#	
Name of Building Owner		Building Owner Mailing Address		City, State, Zip Code	

**APPLICATION WILL NOT BE ACCEPTED BY THE FIRE MARSHAL'S OFFICE WITHOUT AN ATTACHED FLOOR PLAN / DRAWING OF AREA TO BE OCCUPIED. THE FOLLOWING IS REQUIRED TO BE SHOWN ON DRAWING / FLOOR PLAN:**

- \* NOTED USE FOR EACH ROOM / AREA
- \* DIMENSIONS OF EACH ROOM / AREA
- \* LOCATION OF EXIT DOORS
- \* LOCATION OF FIRE EXTINGUISHERS
- \* TOTAL SQUARE FOOTAGE
- \* PROPOSED STRUCTURAL CHANGES TO BE MADE

### SECTION B: BUILDING FEATURES / FIRE PROTECTION SYSTEMS

	Yes	No		Yes	No
Will there be any structural changes/additions made to the building/suite?	<input type="checkbox"/>	<input type="checkbox"/>	Does the property have a Knox Box or Electric Operated Gate?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be any electrical, plumbing, or HVAC work done in building/suite?	<input type="checkbox"/>	<input type="checkbox"/>	Is the kitchen equipped with residential or commercial cooking appliances? <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
Does the building/suite have a Fire Sprinkler System?	<input type="checkbox"/>	<input type="checkbox"/>	Does the building/suite have a Paint/Spray Booth?	<input type="checkbox"/>	<input type="checkbox"/>
Does the building/suite have a Fire Alarm System?	<input type="checkbox"/>	<input type="checkbox"/>	Does the building/suite have illuminated exit signs?	<input type="checkbox"/>	<input type="checkbox"/>
Are the sprinkler system and/or fire alarm system monitored by a third party? <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	Does the building/suite have emergency lighting?	<input type="checkbox"/>	<input type="checkbox"/>

### SECTION C: BRIEFLY EXPLAIN THE USE OF THE BUILDING/SUITE BELOW


#### FOR OFFICE USE ONLY

Date Received:	File ID#:	CofO Insp. Fee:	Check/M.O. #:	Receipt #:	Received By:	Deposit to:
		\$150.00				<input type="checkbox"/> 001
Date Completed:	Map Grid	Pct #/ Insp Dist.	Bldg Group Classification	Occupant Load		
Work-Authorizations Required?		Building Permit Required?		Sprinkler System Required?		Fire Alarm Required?
Yes / No		Yes / No		Yes / No		Yes / No

**SECTION D: SPECIFY WATER SOURCE FOR FIRE PROTECTION SYSTEMS**

<input type="checkbox"/> San Antonio Water System	<input type="checkbox"/> Bexar Metro Water District
<input type="checkbox"/> Private Water Company Specify:	<input type="checkbox"/> Other Specify:

**SECTION E: CONTRACTOR INFORMATION (if applicable)**

Contracting Company		Contracting Company Address		City / State		Zip Code	
Name of Person making application:		Phone #:		e-mail Address:		License #:	
		( )					
Job Superintendent/Forman		Phone #		Cell Phone #		e-mail Address	
		( )		( )			
Secondary Job Contact		Phone #		Cell Phone #		e-mail Address	
		( )		( )			

**If the property to be built upon is within the City of San Antonio Extra Territorial Jurisdiction (ETJ), you should contact San Antonio Developmental Services to determine if there are any ETJ requirements with which you must comply. If the property to be built upon is within the City of Helotes Extra Territorial Jurisdiction (ETJ), you should contact The City of Helotes to determine if there are any ETJ requirements with which you must comply.**

I have read the completed application and know the same to be true and correct and hereby agree that if a permit and/or approved plans are issued, all provisions of the applicable County Fire Code will be complied with whether herein specified or not. I understand that if I do not check an item, which applies to the above address shown on page one of this application, I will be held responsible for additional fees and/or construction requirements as called for by the applicable County Fire Code.

**I UNDERSTAND THAT I MAY NOT PROCEED WITH **ANY** WORK DESCRIBED HEREIN UNTIL I RECEIVE APPROVAL FROM THE BEXAR COUNTY FIRE MARSHAL'S OFFICE. I ALSO UNDERSTAND THAT IF A NOTICE OF VIOLATION IS OR HAS BEEN ISSUED FOR STARTING WORK WITHOUT FIRST OBTAINING AN APPROPRIATE PERMIT, THE APPLICATION FEES WILL BE INCREASED UP TO TWICE OF THE ORIGINAL PERMIT FEE, AS PROVIDED IN THE ADOPTED COUNTY FIRE CODE AND COMMISSIONERS COURT ORDER.**

Initial: \_\_\_\_\_

**ALL FEES PAID TO THE FIRE MARSHAL'S OFFICE ARE NON-REFUNDABLE.** Initial: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Responsible Party**

\_\_\_\_\_  
**Date**