

Certification of Occupancy Requirements

Roque Salinas, MPA

Director of Economic Development

City Council Meeting

11/7/2023

Summary

- This measure aims to promote fair and responsible tax compliance, support economic growth, and ensure equitable revenue collection for the betterment of our community's services.
- Options
 - Approve
 - Deny
 - Other
 - At council's discretion

Program Objectives

Require that all business who want to apply for a certificate of occupancy to have a completed and accurate information and documents submitted to the City of Leon Valley. Failure to have current, active, and/or accurate information is cause for revocation of certification of occupancy.

Current

- Sec. 15.02.103 - Certificate of occupancy
- A certificate of occupancy shall be obtained for any of the following:
 - (1)Occupancy and use of a building hereafter erected or structurally altered;
 - (2)Change in use of an existing building to a use of a different classification;
 - (3)Occupancy and use of vacant land;
 - (4)Change in the use of land to a use of a different classification;
 - (5)Any major or significant modification, alteration, or change in a nonconforming use;
 - (6)Business ownership name change; and
 - (7)A short-term rental (STR) is not required to obtain a certificate of occupancy.

New language

- Sec. 15.02.103 - Certificate of occupancy
 - (B) Application for Certificate of Occupancy Shall be obtained through the Planning and Zoning Department after submittal of:
 1. A complete and accurate application.
 2. Owner affidavit
 3. Failure to maintain accurate and/or updated information as submitted in the application, can be cause for a fine of up to \$500 per violation per day.

Sale Tax requirement Example

01-300
STATE OF TEXAS
FORM 0086 (Rev. 9-16-20)

TEXAS SALES AND USE TAX PERMIT

This permit is not transferable, and this side must be prominently displayed in your place of business.

Retailers: A seller may NOT accept a copy of this permit in lieu of a properly completed exemption or resale certificate. A certificate is necessary to document why tax is not collected on a sale.

You must obtain a new permit if there is a change of ownership, location, or business location name.

TAXPAYER NAME, BUSINESS LOCATION NAME, and PHYSICAL LOCATION

CABINET BAZAAR LLC

CABINET BAZAAR LLC
5634 RANDOLPH BLVD
SAN ANTONIO
BEXAR COUNTY

TX 78233-6161

Type of permit
SALES AND USE TAX

Taxpayer number
3-20786-5016-8

Location number
00001

First business date of location
11/01/2021

NAICS: 238220 Plumbing, Heating, and Air-Conditioning Contractors
WE SHOW THIS BUSINESS IN THE FOLLOWING LOCAL SALES TAX AUTHORITIES:

CITY: SAN ANTONIO EFF: 11/01/2021
TRANSIT: SAN ANTONIO ATD EFF: 11/01/2021
TRANSIT: SAN ANTONIO MTA EFF: 11/01/2021

You may need to collect sales and/or use tax for other local taxing authorities depending on your type of business. For additional information, see "Collecting Local Sales and Use Tax" section on the back of this document. If you have any questions regarding sales tax, visit our website at www.comptroller.texas.gov or call us at 1-800-252-5555.

Glenn Hegar
Glenn Hegar
Comptroller of Public Accounts



Certificate of Occupancy

THIS FORM WAS PRINTED ON 9/11/2023

This Certificate is issued pursuant to the requirements of the 2021 International Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the City of Leon Valley regulating building construction or use. Additionally, this Certificate of Occupancy is issued as prescribed by the 2021 International Building Code, Section 111.

PROJECT / PERMIT #:	2023-697	LOT:	N327.96ft of 11
PROPOSED USE:	Cabinet Shop	BLOCK:	1
OCCUPANCY CLASS:	Group B	CB:	4428H
SUBDIVISION:		ZONE:	B-3
OCCUPANT:	Cabinet Bazaar	OCCUPANT LOAD:	15
LOCATION:	5601 Bandera Rd, Suite 100	AUTO SPRINKLER SYSTEM:	Yes
OWNERS OF PREMISES:	N/A		



CONDITIONS OF OCCUPANCY:

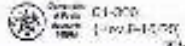
Mindy Teague
Mindy Teague
PLANNING & ZONING DIRECTOR

9/11/2023

DATE



Sale Tax requirement Example



TEXAS SALES AND USE TAX PERMIT

This permit is not transferable, and this side must be prominently displayed in your place of business.

Related: A seller may NOT accept a copy of this permit in lieu of a properly completed exemption or resale certificate. A certificate is necessary to document why tax is not collected on a sale.

You must obtain a new permit if there is a change of ownership, location, or business location name.

TAXPAYER NAME, BUSINESS LOCATION NAME, and PHYSICAL LOCATION:

RIVER CITY GUN WORKS LLC
 RIVER CITY GUN WORKS LLC
 11411 RENDEZVOUS DR STE 202
 SAN ANTONIO TX 78216-3316
 BEXAR COUNTY
 NAICS CODE: 811490 DESCRIPTION ON NEXT LINE:
 Other Personal and Household Goods Repair and Maintenance

WE SHOW THIS BUSINESS IN THE FOLLOWING LOCAL SALES TAX AUTHORITIES:
 CITY: SAN ANTONIO EFF: 06/01/2018
 TRANSIT: SAN ANTONIO ATD EFF: 06/01/2018
 TRANSIT: SAN ANTONIO MTA EFF: 06/01/2018

Type of permit: SALES AND USE TAX
 Employer number: 3-20660-8357-D
 Location number: 00001
 Last business date of location: 06/01/2018

Glenn Hegar
 Glenn Hegar
 Comptroller of Public Accounts

Certificate of Occupancy

THIS FORM WAS PRINTED ON 10/4/2023

This Certificate is issued pursuant to the requirements of the 2021 International Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the City of Leon Valley regulating building construction or use. Additionally, this Certificate of Occupancy is issued as prescribed by the 2021 International Building Code, Section 111.

PROJECT / PERMIT #:	2023-783	LOT:	1, 2 NW 1/4 4.73 FT of 3
PROPOSED USE:	Retail	BLOCK:	1
OCCUPANCY CLASS:	B	CB:	9901
SUBDIVISION:		ZONE:	B-2
OCCUPANT:	River City Gun Works LLC	OCCUPANT LOAD:	8
LOCATION:	6228 Bandera Rd.	AUTO SPRINKLER SYSTEM:	Yes
OWNERS OF PREMISES:	GS Ventures Group - Shahrar Younessian 300 Old Country Mineola, NY 11501		



CONDITIONS OF OCCUPANCY:

Mindy Teague
 Mindy Teague
 PLANNING & ZONING DIRECTOR

10/4/2023
 DATE

POST IN A CONSPICUOUS PLACE

6400 El Verde Road
 Leon Valley, Texas 78238
 0 (210) 884-1391
 www.leonvalleytexas.gov



Sale Tax requirement Example



Certificate of Occupancy

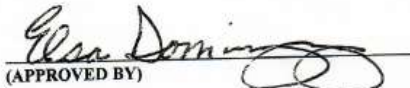
THIS FORM WAS PRINTED ON 3/03/2016

This Certificate issued pursuant to the requirements of the Standard Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the Jurisdiction regulating building construction or use.

PROJECT #: 140705 **LOT:** 16
PROPOSED USE: RETAIL **BLOCK:** 5
OCCUPANCY CLASS: GROUP B - BUSINESS **CB:** 17375
SUBDIVISION: BANDERA EXCHANGE #3 **ZONE:** B-3 COMMERCIAL DISTRICT
OCCUPANT: JB WOLF SHEDS
LOCATION: 6018 EXCHANGE PARKWAY
OWNER OF PREMISES: JB WOLF SHEDS LLC

Taxpayer	
Taxpayer ID:	14120682965
Taxpayer Name:	J.B. WOOLF SHEDS, L.L.C.
Mailing Address:	PO BOX 171241 SAN ANTONIO, TX 78217
Permit Status:	INACTIVE

Locations						
SORT: LOCATION NAME (A-Z)						
Location Name	Status	Address	City, State, Zip	Location Number	Permit Begin Date	Permit End Date
J.B. WOOLF SHEDS	INACTIVE	5304 BANDERA RD	LEON VALLEY, TX 78238	00001	01/15/2003	03/31/2016
J.B. WOOLF SHEDS	INACTIVE	6018 EXCHANGE PKWY	LEON VALLEY, TX 78238	00002	04/01/2016	


 (APPROVED BY)

3/3/16
 DATE



Alcoholic requirement Example

TIM'S ORIENTAL & SEAFOOD MKT

TAQUERIA JALISCO #8

EVERS STOP

PETER PIPER PIZZA

Trices Cafe and Lounge

BANDERA STOP

CABANA BEVERAGES INC.

CIRCLE K #2740932

GOBRANDS TEXAS LLC

QUICKTRIP #4016

Taqueria Oro Azul

WALGREENS #03505

Wing Daddy's Sauce House

the rodeo bar and grill

POPS A LIQUOR #3

CIRCLE K #2741048

HACIENDA VALLARTA MEXICAN BUFFET & GRILL

FAMILY DOLLAR STORE #32200

BOTTLECAP BEVERAGES

SARI-SARI FILIPINO RESTAURANT MARKET & BAKERY

HENRY'S PUFFY TACOS

HEB MARKETPLACE

LONGTAB BREWING COMPANY

GREEN LIGHT DISTRIBUTION LLC

BANDERA BOWL

CHACHO'S

Amiga Cafe

FRIO TO GO DAIQUIRIS

Fiscal impact

- The fiscal impact will increase sales tax and other fee revenues that the city collects.

Recommendation

- Staff recommends the approval of the change.
- At council discretion