CERTIFICATE OF OCCUPANCY (CofO) REQUESTS

Contact Person: Linda Dominguez, SAWS, (210) 233-3516, or (210) 233-3522
Agency: San Antonio Water System (SAWS), Aquifer Protection & Evaluation Section
Applies to: Projects located on the Edwards Aquifer Recharge Zone within COSA corporate City Limits
Time to complete Certificate of Occupancy request by SAWS: Approximately 2 working days.
Time to complete Certificate of Occupancy by COSA: Determined by COSA schedule
SAWS reviews for Certificate of Occupancy requires:
- Environmental Concerns
- Basin Compliance
- Inspects for Sensitive Features
- Any hazardous materials stored at site
- Applicable zoning/Use

SAWS web site:

SAWS (Aquifer Protection & Evaluation Section) receives call from Applicant or COSA staff.

Staff reviews site location.

Off Recharge Zone - the applicant can write Not Applicable (NA) in place of signature for "Edwards Aquifer".

On Recharge Zone - Set up time for inspection with applicant.

If requirements for development on the Recharge Zone are met then the "Certificate of Occupancy" Field Inspection Form is signed and dated by staff and placed in the white envelope packet at the site then Reviewer opens COSA Web/CofO and updates with re-inspection dates & approves.

If a problem is discovered, return to office & update COSA web with DENIAL & comments as to why. When corrections are made, Applicant calls SAWS for re-inspection. Once resolved, the "Certificate of Occupancy" Field Inspection Form is signed and dated by staff and placed in the white envelope packet at the site then Reviewer opens COSA Web/CofO and updates with re-inspection dates & approves.

Staff conducted site visit with applicant to ensure site meets requirements for development on the Recharge Zone in Bexar County.

Staff created Field Inspection Form (location:I:Resource Protection\SWWP\Aquifer Protection & Evaluation\01 - Databases\05 - C of O) and Staff populates fields with required site Application Permit #, address, and takes form to inspection.