

# City of San Benito

## Business License

### City of San Benito

You've determined you need to obtain a business license to operate some type of business within the city. How feasible is it, and what's involved?

## The Process

First, one of our Permits and Licensing personnel will hand you a "Business License Application" and discuss with you what is required to open your business and assist you in obtaining all necessary information. The following steps are followed:

- Step 1:** **As per Ordinance #449, there shall be no debt owed to the City of San Benito before a Business Application is submitted.** Then you must complete the application received from the city staff and return to the Building Inspection Department. (Note: at the start of this process, please be aware that a reconnect permit is required by the city to obtain power to the structure. A \$60.00 fee shall be paid.)
- Step 2:** The completed application will be forwarded to the Planning Department for zoning verification. This means that the *Planning Coordinator* needs to make sure the type of business being proposed is a permitted use on the property in question.
- Step 3:** If the zoning designation is appropriate for the proposed business, then the Code Enforcement Department will contact you to inform you of a date and approximate time the *Building Official, Health Inspector, Code Enforcement and Fire Marshall* will visit your site to insure that the structure meets all code regulations.
- Step 4:** If the structure meets all code regulations at the first visit by the Inspectors then you will be contacted by the Code Enforcement Department to come into our office to obtain the business license. In the event the structure does not meet codes, you will be notified at the time of inspection that certain items need to be addressed before the business license is issued. Once you have addressed these items, you must contact the Code Enforcement Department for a re-inspection. If the structure meets all code regulations at the second visit by the Inspectors then you will be contacted by the Code Enforcement Department to come into our office to obtain the business license. If the building is still none compliant, then a fee will be charged for the third inspection.
- Step 5:** **The business license fee is \$75.00 and \$60.00** for the electrical inspection and is payable to the City of San Benito at the time the license is issued to you; an annual renewal fee will apply only to establishments with coin operated machines. Should you wish to relocate to another site, then a \$75.00 fee will apply. There will be a \$250.00 annual fee If a Health Inspection is required. There will be four health inspections done per year.
- Step 6: \*\*\*\*** **Include a floor plan of existing building with building dimensions and a site plan including the proposed parking area.**
- Application will not be accepted until all information is received by our office.**

***If you have any questions throughout the process, feel free to call code compliance staff members at 361-3804 ext 403 or 402.***

# City of San Benito, Texas

## PERMITS & LICENSING

### Application for Business License

Name of Business: \_\_\_\_\_ Date \_\_\_\_\_

Describe Business: \_\_\_\_\_

Address of Business \_\_\_\_\_

Legal Description Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_

Property Tax I.D. # \_\_\_\_\_ Number of Employees \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_ Sales Tax # (if applicable) \_\_\_\_\_

Business & Inventory Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Business & Inventory Owner's Signature: \_\_\_\_\_

**Property Owner's Name (print):** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

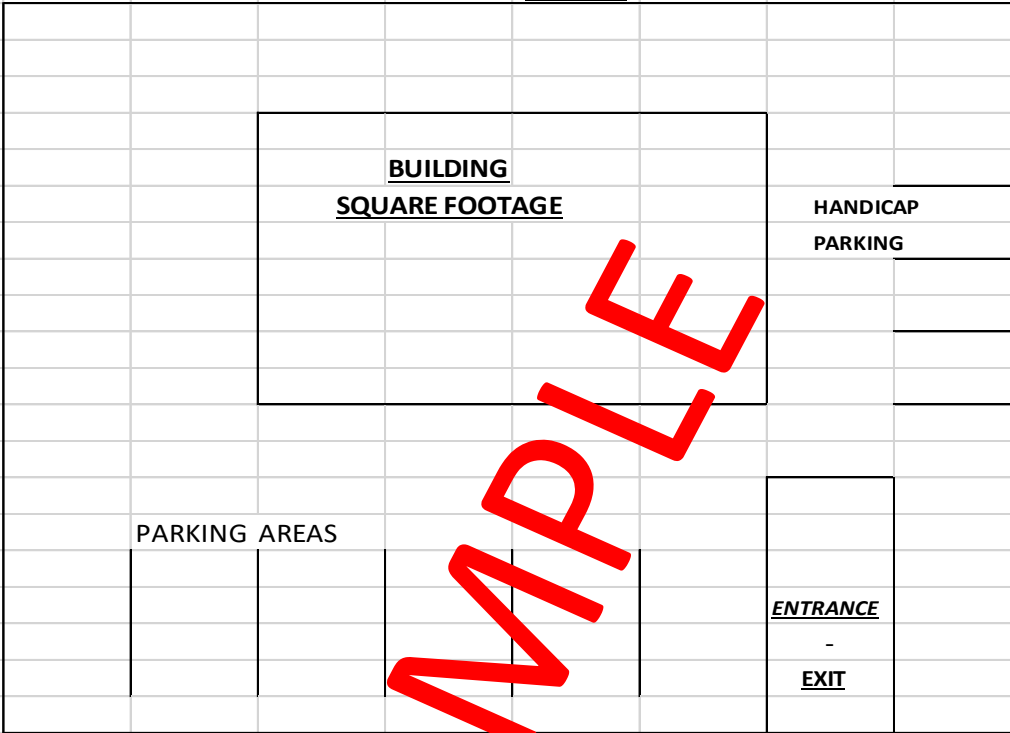
#### FINAL APPROVAL UPON PENDING INSPECTIONS

Is zoning appropriate \_\_\_\_ YES \_\_\_\_ NO BY: \_\_\_\_\_

Note: There is a \$75.00 fee for a business license. Fee paid \_\_\_\_\_ Permit # \_\_\_\_\_

**SAMPLE SITE PLANS REQUIRED FOR BUSINESS APPLICATIONS**

LOT SIZE



**SAMPLE**

