

City of San Benito

Business License

City of San Benito 2009

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 staff members 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:** Complete 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)
- 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 a staff member will contact you to inform you of a date and approximate time the Building Official, Health Inspector, 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 a staff member to come into our office to obtain the business license. In the event the structure does not meet codes, you will be notified by a staff member that certain items need to be addressed before the business license is issued. Once you have addressed these items, you must contact the Building Inspection Department for re-inspection.
- Step 5:** The business license fee is \$75.00 and \$30.00 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 \$50.00 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.

If you have any questions throughout the process, feel free to call any of the following staff members at 361-3804.

CODE ENFORCEMENT DEPARTMENT STAFF

John Rodriguez, Code Enforcement Director, ext. 407
Sylvia Garcia, Code Enforcement Coordinator, ext.403
Jerry Delgado, Health Inspector, ext. 408
David Garza, Building Inspector, ext 406

PLANNING & ZONING DEPARTMENT STAFF

Omar Rios, Planning Coordinator, ext. 404
Ricardo Pedraza, Planning Technician, ext. 409