



CITY OF SAN BENITO NEW BUSINESS OWNERS OR OPERATORS Guidelines for Opening a New Business

Thank you for considering San Benito as the ideal location to open your new business. We welcome you and wish you much success in your business endeavor. Below you will find helpful information as to what is required from new business owners and a "Business License Application". If what you need is not provided below, contact the **Planning & Development Department at 956-361-3804 ext. 403** and city staff will gladly assist you throughout the process. **For your convenience the Business Application can also be found and submitted online at <https://cityofsanbenito.com/365/Permit-Applications>**

Step 1: **As per City Ordinance #449, there shall be no debt owed to the City of San Benito by the applicant before a Business License Application is submitted.**

► The Business License Fee is \$75.00 (Additional fees will be added if applicable).

Step 2: Submit your completed application and include a copy of the following:

- Valid Photo Identification
- Sales Tax Identification #
- State licenses pertaining to your occupation and/or business (if applicable)
- Tax Exempt letter (if applicable)
- Texas Alcoholic Beverage Commission permits (if applicable)
- Food Managers/Food Handlers Certificate (for food establishments)

Return the application back for City staff approval, the application will be forwarded to the Planning Department for zoning verification. This means that the Planning Coordinator will research and make sure the type of business being proposed is a permitted use on the property in question. This process can take anywhere from 3-5 days.

► Include a floor plan of existing building with building dimensions and a site plan including the proposed parking area.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Step 3: If the zoning designation is appropriate for your proposed business, you will be notified to come in, when ready, and pay the proper fees (See Attached Fee Chart) for inspections. An inspection will be conducted when you have complied with all requirements (See Attached) and will consist of a visit to your site by the Building Official, Health Inspector (when applicable), Planning Coordinator and Fire Marshall to insure that the structure meets all code regulations.

Step 4: If the structure meets with all code regulations on the first visit by the inspectors you will be contacted by the Building Inspections staff to come in to the office to pay for the **Certificate of Occupancy** and obtain your business license. In the event that you do not pass the initial inspection, you will be informed in writing, on site, as to what items need to be addressed. Once you have addressed these items you will have to contact the Building Inspections staff for a re-inspection with applicable fees.



CITY OF SAN BENITO
 400 N. Travis Street • San Benito, TX. • 78586
 956-361-3804 ext. 403

FOR OFFICE USE ONLY

Date Received: _____
 Received By: _____
 Permit #: _____

BUSINESS LICENSE APPLICATION

Please complete ALL items on this application

Please Check One: New Application Change of Owner Change of Business Name
 Business Name _____
 Business Address _____
 Business Phone # _____
 Contact Person: _____ Contact Phone # _____
 Type of Business _____

PROPERTY OWNER INFORMATION

Property Owner _____
 Property Owner Address _____
 Property Owner Phone# _____
 Property Tax I.D. _____
 Property Legal Description Lot ____ Block ____ Subdivision _____
Signature: _____

BUSINESS OWNER INFORMATION

Business Owner _____
 Business Owner Address _____
 Business Phone # _____ Email _____
 Federal Tax I.D.# _____ Sales Tax I.D. (if applicable) _____
 Social Security # (if Tax I.D. is not applicable) _____
 Texas Dept. of Licensing & Regulation I.D. # (if applicable) _____
 Texas Alcohol & Beverage Commission License # _____

BUSINESS REVIEW—Permits are required for any electrical and/or plumbing work to be done.

| | |
|---|-----------------------------------|
| Will any remodeling take place? <input type="checkbox"/> Yes <input type="checkbox"/> No | Building Inspector Approval _____ |
| Will you be reconnecting power? <input type="checkbox"/> Yes <input type="checkbox"/> No | Building Inspector Approval _____ |
| Will you be selling any food products? <input type="checkbox"/> Yes <input type="checkbox"/> No | Health Inspector Approval _____ |
| Will you be selling any alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No | Zoning Approval _____ |
| Will zoning be appropriate for location? <input type="checkbox"/> Yes <input type="checkbox"/> No | Zoning Approval _____ |

I declare under penalties of perjury that this application is true and correct to the best of my knowledge. I understand that any false statements made above are grounds for denial or revocation of this business license.

SIGNATURE: _____ **DATE:** _____

▶ RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECKS PAYABLE TO CITY OF SAN BENITO ◀

SHADED AREA FOR OFFICE USE ONLY

| | |
|---|-----------|
| New Business License | \$ 75.00 |
| Reconnect Fee | \$ 60.00 |
| Certificate of Occupancy | \$ 75.00 |
| Fire Inspection-Required | \$ 15.00 |
| Health Inspection-Required for food items | \$ 250.00 |
| Beer and Wine | \$ TBD |
| Foster Home Inspection | \$ 125.00 |
| TOTAL AMOUNT DUE | \$ |

BUSINESS LICENSE EXPIRES ON DECEMBER 31ST OF EVERY YEAR. Business owners must renew their business license before February 1st. to avoid assessments of penalties and interest.

HEALTH PERMIT EXPIRES YEARLY ON ANNIVERSARY DATE

CLOSING A BUSINESS: If you close your business advise City staff within 30 days of closure and return all city licenses and permits.

Email questions/concerns to: jsifuentes@cityofsanbenito.com nestrada@cityofsanbenito.com

