



## Certificate of Occupancy / Completion Business License Guidelines

A Certificate of Occupancy is a document issued by the Department of Development Services that authorizes a building or structure to be used or occupied by the proposed use upon being inspected and found to be in compliance with the requirements of the 2012 International Building Code and all other City Ordinances.

### A Certificate of Occupancy is required for:

- A new building
- A new owner for an existing building, or business
- A new use, tenant, or occupancy in an existing building, or tenant space
- A remodeled, altered, or expanded building, or tenant space
- A change in name of an existing business
- A change in location of an existing business

### CERTIFICATE OF OCCUPANCY APPLICATION PROCESS

The owner and/or tenant must submit a completed Certificate of Occupancy application to the Building Inspections Department. The Certificate of Occupancy will be approved and issued when construction has been completed, all departments performing inspections have given their approval and a building final has been secured from Building Inspections and the Fire Marshal's office.

### All others:

1. A complete application must be submitted to the Building Inspections Department along with a **\$25.00** application fee. Once all inspections have been conducted and the Certificate of Occupancy has been approved the license fee will be **\$50.00**.
2. A copy of driver's license or state/government issued photo I.D. is required. Additional information such as a copy of the state tax permit/certificate, warranty deed and lease/rental agreement will also need to be submitted. If no lease/rental agreement than a notarized letter from the owner giving consent to apply for a certificate of occupancy must be submitted.
3. A City Planner will review the application to identify the property's zoning district and determine if the proposed business type is an allowable use within that district. The Planner also inspects landscaping and signage to make sure it is in compliance with the City Ordinance. Please be aware that this department may take up to **3 business days** to complete this review.
4. If the proposed use is not in compliance with the current zoning district, this application will be cancelled and no further inspections will be conducted. If the proposed use is in compliance with the current zoning district, you will be contacted to schedule a time and date for the Building Official and the Fire Marshal to conduct an inspection. Additional inspections by Pharr Health Division will be required for food establishments. This process typically takes up to **10 business days**.
5. If violations are noted during the inspection process, a correction notice will be issued.
6. A Certificate of Occupancy will be issued when **all** departments performing inspections have given their **approval**. You will be notified when your Certificate of Occupancy has been issued. You are required to post your Certificate of Occupancy in a conspicuous location.



Certificate of Occupancy / Completion Business License Application

PLEASE PRINT OR TYPE – INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Application is being made to the City of Pharr, Texas for the Certificate of Occupancy authorizing the use of building and/or land:

Property Address \_\_\_\_\_ Suite: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

Description of Business (be specific): \_\_\_\_\_

Business Name: \_\_\_\_\_

Electrical ESID # or Account No: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Business Owner: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

I own the property

I am leasing / renting the property

(Provide copy of State Tax Permit/Certificate and Warranty Deed)

(Provide copy of State Tax Permit/Certificate and Lease Agreement)

TYPE OF APPLICATION (Check all that apply)

Existing Business / New Location

Name Change

New owner / New Business

New Owner / Existing Business

Building Expansion

CHECK ALL FEATURES OF THE BUILDING AND/OR PROPERTY:

- Fire Alarm System
 Fire Sprinkler System
 Standpipe System

- Hood Ansul System
 Above/Underground Tank(s)
 Paint Booth

- Irrigation System
 Backflow Devices
 Grease Interceptor/Trap

- Sand Trap
 Swimming pool or spa
 Interactive water feature

CHECK ALL ACTIVITIES WHICH WILL BE CONDUCTED ON THE PREMISES:

- Food or food products
 Restaurant
 Grocery or convenience store
 Alcoholic beverage sales
 Child care center
 School
 Church
 Office
 Retail
 Medical
 Mortuary / Funeral home

- Hotel / Motel
 Laundry/Clean-Press
 Lithography / Print shop
 Pet shop
 Industrial / Manufacturing
 Parts or vehicle wash
 Flammable/combustible liquid
 Compressed gases
 Ammunition/fireworks
 Poisonous or hazardous
 Chemicals or Acids

- Petroleum products
 Welding or cutting
 Painting or coating
 Sanding, mill or woodcutting
 Furniture Sales
 Reclaiming waste materials
 Outside storage
 Items stacked higher than 12'
 Tire sales / installation
 Tire storage
 Auto related business

- Vehicle Parking
 Auto sales –  New  Used
 Auto parts/accessories – new
 Auto parts/accessories – used
 Brakes / muffler repair
 Engine repair
 Auto body repair
 Auto painting
 State inspection
 Oil change / lube
 Other: \_\_\_\_\_

I hereby certify that the information provided above is true and correct to the best of my knowledge. By signing this application I hereby grant the City of Pharr authorization to do the background and information check(s) necessary to process this application. I also hereby grant employees of the City of Pharr to enter the premises and conduct any inspections necessary to process this application. Alterations, changes or deviations from the plans authorized by this permit are unlawful without written authorization. The applicant hereby agrees to comply with all City Ordinances, Code, Subdivision Regulations, Restrictions, Local, State and Federal Laws and assumes all responsibility for such compliance. I understand that the City of Pharr does not enforce any private restriction, covenant rule, or regulation that may be imposed. If permit becomes invalid for any reason no refunds will be issued.

I understand that before erecting or placing a sign on the property, I must obtain a permit and comply with Ordinance 2014-14. \_\_\_\_\_ Initial

Operation of a business without a Business License or Certificate of Occupancy may be punishable by a fine of up to \$200.00 per day of operation. I understand that upon completion of this Certificate of Occupancy, I have only 10 days in which to pick-up and display the Certificate of Occupancy permit or risk being fined.

(Business Owner Signature) (Date) (Business Owner Print Name) (Date)

\*\*\* FOR OFFICIAL CITY OF PHARR USE ONLY \*\*\*

PERMITS  \$25.00 PROCESSING FEE

Application was received by: \_\_\_\_\_ Date: \_\_\_\_\_

TAX CERTIFICATE  WARRANTY DEED  LEASE AGREEMENT  COPY OF DRIVERS LICENSE OR STATE/GOVERNMENT PHOTO I.D.

G.I.S. PROPERTY I.D. \_\_\_\_\_

Is the address correct?  YES  NO \_\_\_\_\_

Is the legal description correct?  YES  NO \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

PLANNING DEPARTMENT  NEW CONSTRUCTION  EXISTING BUILDING

1. Does the zoning allow the proposed type of new business?  YES  NO

2. Will proposed business require a special permit (C.U.P., A.B.C., etc.)?  YES  NO

3. Does the property have adequate paved off-street parking and loading facilities?  YES  NO

4. Is the landscaping adequate?  YES  NO

5. Is the address visible?  YES  NO

6. Is the signage in compliance with city ordinances?  YES  NO

Please note deficiencies on inspection report: \_\_\_\_\_

APPROVED  DENIED  PENDING \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
DATE

RE-INSPECTION  APPROVED  DENIED \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
DATE

BUILDING SAFETY  CODE COMPLIANCE

1. Is the building in compliance with the most current adopted building codes?  YES  NO

2. Are there any code compliance issues that need to be resolved prior to issuance of Business License or Certificate of Occupancy?  YES  NO

3. Is the premise clean and the trash dumpster installed and in good working condition?  YES  NO

Please note any deficiencies on inspection report: \_\_\_\_\_

APPROVED  DENIED  PENDING \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
DATE

RE-INSPECTION  APPROVED  DENIED \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
DATE

FIRE DEPARTMENT

1. Does building comply with relevant fire code regulations?  YES  NO

Please note deficiencies on inspection report: \_\_\_\_\_

APPROVED  DENIED  PENDING \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
DATE

RE-INSPECTION  APPROVED  DENIED \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
DATE

HEALTH DIVISION

1. Will business be serving any consumable items?  YES  NO

2. Is a health permit required?  YES  NO

3. Are food managers / handlers certificates required?  YES  NO

4. Is business in compliance with  all /  most health requirements?  YES  NO

Please note deficiencies on inspection report: \_\_\_\_\_

APPROVED  DENIED  PENDING \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
DATE

RE-INSPECTION  APPROVED  DENIED \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
DATE