
**PLANNING AND ZONING DIVISION
CERTIFICATE OF OCCUPANCY INSPECTION**

GENERAL REQUIREMENTS

- Parking will not be allowed on unimproved surfaces (grassy area). Should applicant wish to utilize this area they will need to contact the Building and Safety Division at (956) 402-4210 for any necessary permits to pave using an all-weather surface.
- Applicant will be required to post address in 6" letters and/or numbers on face of the building to be viewed from street. Address will need to be painted in contrasting color to the building itself. This shall include the suite number/letter if applicable.
- All temporary signage will require a permit: It shall be unlawful to display, erect, relocate, rebuild, reconstruct or alter any sign without first obtaining a sign permit, applicant may contact the Building and Safety Division at (956) 402-4210 for any necessary permits.
- Need to clean up any loose trash from and around site. All lots and parcels of land within the city shall be kept completely free and clear of garbage, trash, debris, rubbish, waste, wood and metal scraps.
- Applicant will be required to cut grass and/or trees, to maintain premises. All premises and exterior property shall be maintained free from weeds or plant growth in excess of twelve inches (12").
- Parking area will be required to be striped and cleared of all growth; each parking space shall be not less than nine feet wide and 18 feet in length.
- Must repair and maintain parking area; please contact the Building and Safety Division at (956) 402-4210 for any necessary permits. All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair and maintained free of hazardous conditions.
- Applicant will be required to have a dumpster/trash receptacle and area will be required to be kept clean and maintained.
- Business will require adequate buffering from residential areas. 100% opaque buffer fence will need to be installed where a business is abutting residential lots.

MOTOR VEHICLE SALES

- Applicant will be required to bring in a parking lot layout as to how vehicles are to be parked along with the application.

TIRE SALES

- Applicant will be required to obtain a Tire Permit with the City of Pharr Public Works Department, you may reach them at (956) 402-4350.

CAR WASH

- Applicant must have a working sand trap to capture all sediments from runoff water.

ALCOHOLIC BEVERAGE SALES

- Applicant will be required to obtain a Conditional Use Permit or B.Y.O.B. Permit to allow on-premise consumption of alcoholic beverages through the Planning Division at (956) 402-4242.

EVENT CENTER

- In multi-suite building, applicant will be required to obtain a parking lot agreement for shared parking.
- Applicant will be required to list hours of operation for business.
- Applicant will be required to advise if alcohol will be served/allowed. If so, a B.Y.O.B. Permit or Conditional use Permit may be required (see Alcoholic Beverages)

DRIVE THRU

- All drive thru will be required to meet the "On-site Queuing Requirements", Ordinances No. O-2018-17. You may receive a copy with the Department of Development Services, located on the 1st Floor or at (956) 402-4242.

FINAL/NEW BUILDING

- Landscaping and irrigation plans will be required to be completed as indicated on approved plans.
- Applicant will be required to add parking lot buffer plants along any designated parking area.
- Applicant will be required to submit a copy of the approved backflow report to City of Pharr Public Utilities as well as email a copy of the report to Della Robles, Planner I, Development Services at della.robles@pharr-tx.gov, this will be required to be turned in prior to final C/O inspection.
- Will be required to have/install a 100% opaque enclosed dumpster pad with doors (as applicable).
- Is subdivision complete and recorded.

REINSPECTION REQUEST FOR ALL C/O & FINALS:

1ST RE-INSPECTION \$50.00

2ND RE-INSPECTION \$75.00

3RD RE-INSPECTION \$100.00

ADDITIONAL RE-INSPECTIONS \$125.00

This is a general list of items that the Planning Division will be looking at; however, there may be other items not listed that may require attention once inspection is complete. Please contact the Department of Development Services with any questions on the items listed above.

Received By: _____ / _____
Signature Date

_____/_____
Printed Name Date