



## 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. 402** 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
- Lease Agreement
- Sales Tax Identification #
- Employee Identification Number letter (IRS) (if applicable)
- 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.

**(Please allow 7-10 business days for review)**

► Include a floor plan of existing building with building dimensions and a site plan including the proposed parking area. **(No hand drawn sketches will be accepted)**  
**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 Marshal 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. 402

**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 # \_\_\_\_\_ Business Hours: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

**Type of Business:** \_\_\_\_\_ **Previous Use:** \_\_\_\_\_

**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 # \_\_\_\_\_

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

<b>Will any remodeling take place?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Will you be reconnecting power?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>ESID#/Acct.#:</b> _____ <b>Will you be selling any food products?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Will you be selling any alcohol?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Will alcohol be consumed on premise?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Will zoning be appropriate for location?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Building Inspector Approval _____ Health Inspector Approval _____ Planning Approval _____ 9-1-1 Verification Approval _____ Fire Marshal Approval <b>*SEE ATTACHED FIRE APPLICATION</b> _____
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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	\$ TBD
Health Inspection-Required for food items	\$ 250.00
Beer and Wine	\$ TBD
Foster Home Inspection	\$ 125.00
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>

**BUSINESS LICENSE EXPIRES YEAR TO DATE.**  
 Business owners must renew their business license prior to expiration date 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: [kcarrera@cityofsanbenito.com](mailto:kcarrera@cityofsanbenito.com)

