



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 2018 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.

1. A complete application must be submitted to the Building Inspections Department. 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 Hidalgo County Health Department 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.
7. Submit Fire and Health inspections along with the application.



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PLEASE PRINT OR TYPE – INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

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

Property Address: _____ Suite: _____

Property legal Description _____ Property Identification Number _____

Description of Business (be specific): _____

Business Name: _____

Electrical ESID # or Account No: _____

Email: _____ Phone: _ (____) _____

Business Owner: _____ Phone: (____) _____

Property Owner: _____

Email: _____ Phone: _ (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Hours of Operation: _____ Number of Employees: _____

☐

I own the property

(Provide copy of State Tax Permit)

☐

I am leasing / renting the property

(Provide copy of State Tax Permit/Lease Agreement)

Type of Application (Check all that apply)

☐

New owner / New Business

☐

New Owner / Existing Business

☐

Existing Business / New Location

☐

Building Expansion

☐

Name Change

Check all features of the building and/or property:

___ Fire Alarm System

___ Sand Trap

___ Grease Interceptor/Trap

___ Fire Sprinkler System

___ Swimming pool or spa

___ Paint Booth

___ Standpipe System

___ Interactive water feature

___ Irrigation System

___ Hood Ansul System

___ Above/Underground Tank(s)

___ Backflow Devices

Check all activities which will be conducted on the premises:

☐ Food or food products	☐ Hotel / Motel	☐ Petroleum Products	☐ Vehicle Parking
☐ Restaurant	☐ Laundry / Clean-Press	☐ Welding or cutting	☐ Auto Sales
☐ Grocery or convenience store	☐ Lithography / Print Shop	☐ Painting or Coating	☐ Brakes/Muffler Repair
☐ Alcoholic beverage sales	☐ Pet Shop	☐ Sanding, mill or woodcutting	☐ Engine Repair
☐ Child care center	☐ Industrial / Manufacturing	☐ Furniture Sales	☐ Auto Body Repair
☐ School	☐ Parts of vehicle wash	☐ Reclaiming waste materials	☐ Auto Painting
☐ Church	☐ Flammable / combustible liquid	☐ Outside storage	☐ State Inspection
☐ Office	☐ Compressed gases	☐ Items stacked higher than 12'	☐ Oil Change/Lube
☐ Retail	☐ Ammunition / Fireworks	☐ Tire Sales/Installation	☐ Other: _____
☐ Medical	☐ Poisonous or hazardous	☐ Tire Storage	
☐ Mortuary / Funeral home	☐ Chemicals or Acids	☐ Auto related business	

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

I understand that erecting or placing a sign on the property, I must obtain a permit and comply with Ordinance 12-13 _____ Initial

(Business Owner Signature) (Date)

(Business Owner Print Name) (Date)

***** FOR OFFICIAL CITY OF ELSA USE ONLY *****

☐ PERMITS

Application was received by: _____

☐ Tax Certificate ☐ Warranty Deed ☐ Lease Agreement ☐ Copy of Driver's License Or State/Government Photo I.D.
☐ G.I.S. Property I.D. _____

Is this address correct?

☐ YES☐ NO

Is the legal description correct?

☐ YES☐ NO☐ 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?

5. Is the address visible?

6. Is this signage in compliance with city ordinances?

Please note deficiencies on the inspection report:

☐ APPROVED ☐ DENIED ☐ PENDING ☐ RE-INSPECTIONSIGNATURE
SIGNATUREDATE
DATE☐ BUILDING SAFETY ☐ CODE COMPLIANCE

1. Is the building in compliance with the most current adopted building codes?

☐ YES ☐ NO2. Are there any code compliance issues that need to be resolved prior to issuance of the
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☐ APPROVED ☐ DENIED ☐ PENDING ☐ RE-INSPECTIONSIGNATURE
SIGNATUREDATE
DATE☐ FIRE DEPARTMENT1. Does building comply with relevant fire code regulations?
Please note deficiencies on the inspection report:☐ YES ☐ NO Please☐ APPROVED ☐ DENIED ☐ PENDING ☐ RE-INSPECTIONSIGNATURE
SIGNATUREDATE
DATE

HEALTH DIVISION

☐ HEALTH DIVISION

1. Will business be serving any consumable items?

2. Is a health permit required?

3. Are food managers / handlers' certificates required?

4. Is business in compliance with ☐ all / ☐ most health requirements?

Please note deficiencies on the inspection report:

☐ APPROVED ☐ DENIED ☐ PENDING ☐ RE-INSPECTIONSIGNATURE
SIGNATUREDATE
DATE

