

For Office Use	
Zoning:	
Building Inspection Passed:	Yes No
Approved By:	Date:



CITY OF PALMVIEW TEXAS

BUSINESS PERMIT APPLICATION

Property Owner's Name: _____ Phone#: _____

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

Lot #: _____ Block #: _____ Subdivision: _____

Business Name: _____

Name of Business Applicant: _____ Phone #: _____

Applicant's Mailing Address: _____

Business Address: _____

Valid State ID of Business Applicant #: _____ Type of License: ☐ New ☐ Renewal

Type of Business: _____ Estimated # of Employees: _____

Preparation of food: ☐ On Site ☐ Off Site Security Alarm: ☐ Yes ☐ No

Days of Operation: _____ Hours of Operation: _____ Seating Capacity: _____

Grease Trap Installed: ☐ Yes ☐ No

Sale of Alcoholic Beverages : (May require written request to wet zone)	On Site: Yes/No	Off Site: Yes/ No
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Existing building : Yes/No	Remolding/Renovation: Yes/No	New Construction: Yes/No
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APPLICANT MUST NOTIFY THE CITY IF BUSINESS WILL BE CLOSED, YEARLY BUSINESS LICENSE RENEWALS ARE REQUIRED PRIOR TO THE LICENSE EXPIRATION DATE

Electrical Account

Name:	Account#:
Name of Provider: _____	
Existing Service ESID#	New Service ESID#:
100327894	100327894
AEP Electrical Power Co. Phone # 1-877-373-4858	

**BUSINESS IS NOT TO START UNTIL
LICENSE IS ACQUIRED OR RISK POSSIBLE FINE**

Applicants Signature: _____ Date: _____



REQUIREMENTS TO OPEN A BUSINESS

Fees

New Business		Annual Renewal	
Application	\$100.00	Business License	\$80.00
Health Inspection	\$100.00	Health Inspection	\$50.00
Fire Inspection	\$100.00	Fire Inspection	\$50.00

Can be paid with a money order, credit, or debit card.

Documents needed to register a business with the City of Palmview

- **Lease Agreement** – Contract or a notarized letter from owner. (Property Deed if you are the owner)
- **Valid ID**
- **Trash Bill & Water Bill**
- **Floor Plan & Site Plan** – Including parking lot
- **DBA** - Register business with the courthouse.
Hidalgo County Court House
100 N. Closner
Edinburg, Texas 78540
(956) 318-2100
- **Sales Tax Permit** – Register for sale tax. Can be obtained online at comptroller.texas.gov or at the comptroller's office.
Texas Comptroller Field Office
1655 Ruben M Torres Blvd, Ste 104
Brownsville, TX 78521
(956) 542-8426

Health Requirements – for a food establishment.

- Food Handlers Certificate
- Copy of menu or listing of food to be served
- First Aid Choke Saving Instruction Chart
- Thermostat Inside refrigerator
- 3 Compartment Sink
- Running Hot Water

Fire Inspection Requirements – for all businesses

- Exit signs with emergency lights in every exit
- Minimum of one fire extinguisher at every exit
- Smoke detectors
- Address needs to be visible in front of the building.

Once power has been connected, set up fire inspection at 956-432-0300

Trash Collection – for all businesses

- Commercial dumpsters must be placed within an enclosed and approved location within the property
- For commercial garbage service Contact:
Solid Waste Department at 956- 432-0300 ext, 2
505 Palmview Commercial Dr. Palmview, TX

Sign Requirements – for all businesses

- Signs constructed, erected, altered, installed relocated, or renovated will require a permit
- Temporary signs are allowed for 30 consecutive days
- **No Signs allowed in the Right of Way**

**This is a general listing of requirements.
Depending on the business other requirements may be needed.**