

For Office Use	
Zoning:	
Building Inspection Passed:	<input type="checkbox"/> Yes <input type="checkbox"/> 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 :	On Site: Yes/No	Off Site: Yes/ No
(May require written request to wet zone)		
Existing building : Yes/No	Remolding/Renovation: Yes/No	New Construction: Yes/No

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’s Deed if you are the owner)
- **Valid ID**
- **Water Bill**
- **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 at the comptroller’s office.

State Comptroller’s Office Chase Tower Bank On 3rd Floor
200 s. 10th Street, Ste 301
McAllen, TX 78501
(956) 687-9227 fax (956) 668-1470

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 small commercial bins Contact City Hall at 956-432-0300
- For Dumpster Contact Republic Services at 1-800-432-7316

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.**