

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

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
<b>AEP Electrical Power Co. Phone # 1-877-373-4858</b>	

**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	\$100.00
Fire Inspection	\$100.00	Fire Inspection	\$75.00

**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 3<sup>rd</sup> Floor  
200 s. 10<sup>th</sup> 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.**