



CITY OF HIDALGO

BUSINESS APPLICATION

Date

BUSINESS NAME: _____

BUSINESS ADDRESS: _____ PH# _____

BUSINESS MAILING ADDRESS: _____

TYPE OF BUSINESS: _____

ALARM ___ (YES) ___ (NO) STATE COMPTROLLER#: _____

NAME OF OWNER (S): _____

OWNER ADDRESS: _____

BUSINESS PH# _____ MOBILE# _____ EMAIL _____

IN CASE OF EMERGENCY CONTACT NAME/PHONE # _____

OFFICE USE ONLY

CODE ENFORCEMENT/ INSPECTOR _____ APPROVED _____ DENIED

COMMENTS: _____

PLANNIG DEPARTMENT _____ APPROVED _____ DENIED

COMMENTS: _____

"The City of Hidalgo is committed to providing cost effective municipal facilities, infrastructure and services that meet the needs of citizens, businesses and visitors through well planned development resulting in exceptional quality of life"





BUSINESS APPLICATION

BUSINESS ADDRESS

- _____ \$25.00 CITY ADMINISTRATION FEE (A/C # 01-000-40500)
- _____ \$50.00 NEW APPLICATION FEE FOR REGULAR OCCUPATIONAL BUSINESS PERMIT
- _____ \$100.00 OCCUPATIONAL BUSINESS PERMIT (A/C # 01-000-041100)
- _____ \$300.00 CONDITIONAL USE PERMIT (RESIDENTIAL CHILDCARE) (A/C # 01-000-041310)
- _____ \$350.00 HOME CARE/CHILD CARE PERMIT (A/C # 01-000-44800)
- _____ \$200.00 NEW APPLICATION CASA DE CAMBIO FEE (A/C # 01-000-40500)
- _____ \$1,800.00 CASA DE CAMBIO PERMIT (A/C # 01-000-41090)
- _____ \$200.00 NEW APPLICATION ROPA USADA FEE (A/C # 01-000-41140)
- _____ \$3,500.00 ROPA USADA PERMIT (A/C # 01-000-41130)
- _____ \$200.00 NEW APPLICATION LOGISTICS FEE (A/C # 01-000-40500)
- _____ \$1,500.00 LOGISTICS PERMIT
- _____ \$75.00 HEALTH PERMIT & INSPECTION (A/C # 01-000-41500)
- _____ \$50.00 FIRE INSPECTION (A/C # 01-000-40260)
- _____ COPY OF SITE PLAN, INDICATING OF PARKING AND LANDSCAPE
- _____ COPY OF LEASE AGREEMENT (IF LEASING BUILDING)

I certify that I am actual owner of property described above and this application is being submitted with my consent (include incorporation name if applicable); or I am authorized by actual owner to submit this application and attached written evidence of such authorization.

_____ Signature _____ Date _____ Owner/ _____ Agent

Filing Date _____

City Administration Fee.....\$. _____
 Application Fee.....\$. _____
 Occupational Business Permit Fee.....\$. _____
 Health Permit Fee & Inspection.....\$. _____
 Fire inspection Fee.....\$. _____
 Total.....\$. _____

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BUSINESS PERMIT REQUIREMENTS

BUSINESS ADDRESS

PLANNING DEPARTMENT

- _____ COPY OF SITE PLAN, INDICATING OF PARKING AND LANDSCAPE
- _____ COPY OF LEASE AGREEMENT/PROOF OF OWNERSHIP OF PROPERTY (IF LEASING BUILDING)

CODE ENFORCEMENT DEPARTMENT

- _____ ASSUMEND NAME CERTIFICATE/ LLC (HIDALGO COUNTY COURT HOUSE 956-318-2100)
- _____ COPY OF TEXAS SALES AND USE TAX PERMIT/STATE COMPTROLLER'S CERTIFICATE 956-687-9227
- _____ COPY OF BUSINESS OWNER'S I.D.
- _____ COPY OF BACKFLOW PERVENTION TEST
- _____ COPY OF BEER & WINE STATE LICENSE (IF APPLICABLE)
- _____ COPY OF TEXAS CIGARETTE AND/OR CIGAR AND TOBACCO PRODUCTS TEXAS PERMIT (IF APPLICABLE)

HEALTH DEPARTMENT

- _____ HEALTH INSPECTION
- _____ HEALTH PERMIT (MANAGER OR FOOD HANDLERS CERTIFICATE)
- _____ FIRE SUPPRESSION SYSTEM INSPECTION REPORT OR TAG

FIRE DEPARTMENT

- _____ FIRE EXTINGUISHER
- _____ SMOKE DETECTORS
- _____ LIGHTED EXIT SIGNS & EMERGENCY LIGHTS
- _____ FIRE INSPECTION – (INSPECTION WILL BE COMPLETE ONCE CODE ENFORCEMENT APPROVES BUILDING)
- _____ RE-INSPECTION FEE (\$150.00)

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NEW BUSINESS / EXISTING BUSINESS REQUIREMENTS FOR FIRE INSPECTION

BUSINESS ADDRESS

In order to preserve the well-being of the community and your patrons, regular fire inspections are conducted at all commercial and residential businesses that allow public access. The fire inspection will be near the time the business opens, although you may receive your business license before the inspection is scheduled. Upon review of the business license application, a fire official will contact the business owner to arrange for the initial inspection. In order to maintain compliance with fire code, here are some basic items the inspector will address at the visit.

- Electricity need to be connected at the time of the inspection.
- Fire extinguisher must be serviced and tagged annually. Fire extinguisher must be within 75 feet of travel distance from anywhere inside the structure.
- Fire extinguisher should be mounted at least 12" above the floor but no higher than 60"
- Exits must be functional, easily opened, and not blocked by furniture or stored items.
- Exits signs and emergency lighting must illuminate when the main electrical power is disrupted.
- Stored items must be kept at least 18" from the ceiling in buildings equipped with fire sprinklers system and 24" in buildings not equipped with fire sprinklers system.
- Flammable gases and liquids must be stored in an appropriate flammables cabinet or outdoors away from the building.
- Items must not be stored under stairways unless the storage area is equipped with fire sprinklers system.
- Fire alarm systems and sprinkler systems must be serviced and tagged annually.
- Dumpsters, debris and other materials must be kept at least 10 feet from the outside of the building to prevent a fire from spreading between ignited materials and the structure.
- Your address should be (6 inches in the front of the building) visible from the street and (3" on the rear door) visible from the street.
- Extension cords are for temporary use only.
- Compressed gas cylinders must be secured to a wall or stand.
- Please don't hesitate to contact the Fire Marshal or Fire Inspector with any questions or to arrange an inspection.

Note: At the time of the inspection there is any other requirements will be explained at the time of inspection.

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