

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 2012 International Building Code and all other City Ordinances.

A Certificate of Occupancy / Business License 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.

All others:

1. A complete application must be submitted to the Building Inspections Department along with a **\$25.00** application fee. 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 business license (DBA from County, Inc., LP, LLC, etc.), copy of the tax permit/certificate, lease agreement and if you are the owner of the property a warranty deed will also need to 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 Pharr Health Division 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.



PLEASE PRINT OR TYPE – INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

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

Property Address 3600 N Athol St., Pharr, TX 78577 Suite: _____

Lot C3, Alianza Business Park, an addition to City of Pharr, Hidalgo County, TX, according to the map
Property Legal Description: recorded in Volume 49, Page 132, Map records.

Description of Business (be specific): Baseball, Softball, & Wellness Facility

Business Name: Hidalgo County Precinct 2 Indoor Sports Complex

Electrical ESID # or Account No: 10032789469221205

Email: erika.zamora@co.hidalgo.tx.us Phone: (956) 787-1891

Business Owner: Hidalgo County

Email: same Phone: (_____) Same

Address: 300 W Hall Acres Rd, Suite G City: Pharr State: TX Zip: 78577

Property Owner: Hidalgo County

Email: erika.zamora@co.hidalgo.tx.us Phone: (956) 787-1891

Address: 300 W Hall Acres Rd, Suite G City: Pharr State: TX Zip: 78577

Hours of Operation: M-F 4:15 p.m. - 8:45 p.m. Number of Employees: 3

I own the property

(Provide copy of DBA/Articles, Tax Permit/Certificate and Warranty Deed)

I am leasing / renting the property

(Provide copy of DBA/Articles, Lease Agreement and Tax Permit/Certificate)

TYPE OF APPLICATION (Check all that apply)

New owner / New Business

Existing Business / New Location

New Owner / Existing Business

Name Change

Building Expansion

CHECK ALL FEATURES OF THE BUILDING AND/OR PROPERTY:

Fire Alarm System

Hood Ansul System

Irrigation System

Sand Trap

Fire Sprinkler System

Above/Underground Tank(s)

Backflow Devices

Swimming pool or spa

Standpipe System

Paint Booth

Grease Interceptor/Trap

Interactive water feature

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 – New Used

Grocery or convenience store

Lithography / Print shop

Painting or coating

Auto parts/accessories – new

Alcoholic beverage sales

Pet shop

Sanding, mill or woodcutting

Auto parts/accessories – used

Child care center

Industrial / Manufacturing

Furniture Sales

Brakes / muffler repair

School

Parts or vehicle wash

Reclaiming waste materials

Engine repair

Church

Flammable/combustible liquid

Outside storage

Auto body repair

Office

Compressed gases

Items stacked higher than 12'

Auto painting

Retail

Ammunition/fireworks

Tire sales / installation

State inspection

Medical

Poisonous or hazardous

Tire storage

Oil change / lube

Mortuary / Funeral home

Chemicals or Acids

Auto related business

Other: Baseball, Softball, & Wellness Facility

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

I further acknowledge that this application, and any permit, license, certificate, or issuance, may expire or be rescinded or terminated in accordance with Ordinance O-2015-08. I further release the City and any employee, official, or agent from any liability and damage, and I further waive any rights to file an action in any court of competent jurisdiction arising from this application and enforcement as necessary. I further acknowledge that any renewal application or any renewed permit, license, certificate, or issuance is also subject to Ordinance O-2015-08. I further release the City and any employee, official, or agent from any liability and damage upon renewal, and I further renew my waiver of any rights to file an action in any court of competent jurisdiction arising from renewal and enforcement as may necessary.

I understand that before erecting or placing a sign on the property, I must obtain a permit and comply with Ordinance 2014-21.

Initial

Operation of a business without a Business License or Certificate of Occupancy may be punishable by a fine of up to \$200.00 per day of operation. I understand that upon completion of this Certificate of Occupancy, I have only 10 days in which to pick-up and display the Certificate of Occupancy permit or risk being fined.

(Business Owner Signature) (Date)

Richard Cortez, County Judge 4/12/19
(Business Owner Print Name) (Date)

