



# GUIDELINES TO STARTING OR MAKING MODIFICATIONS TO A BUSINESS

- Please have the address and preferably the legal description of the property. Without this information, the Building Permit Office will not be able to accurately determine the zone for your proposed business site.
  - A warranty deed or rental agreement is required
  - A state issued ID or Drivers License is required
- New Construction and any modifications, additions or replacements to an existing building will **require** a Building Permit.
  - Submit a Commercial Building Permit Application, two sets of plans, a site plan, form survey, floor plan & parking plan.
  - A Comcheck (Commercial Compliance Certificate) is required and must be submitted.
  - All electrical, plumbing and mechanical modifications must be done by a licensed and insured professional and must obtain a permit with the City of Los Fresnos.
  - A Sales Tax Permit is required and must be submitted.
  - Proof of business registration with Cameron County.
  - Construction cannot begin until permit is approved and all fees are paid.
  - Utility deposit and connection fees are due upon receiving building permit
    - A state issued ID or Drivers License is required
    - \$150.00 Deposit, \$25.00 Connection Fee
    - Warranty Deed/Rental Agreement
  - If the City of Los Fresnos water or sewer service is not available in your area you must provide a letter of water or sewer availability from your provider. Garbage service is to be provided by the City of Los Fresnos per City Ordinance.
- Building Inspector
  - Inspection Required
  - Inspections are completed the same day after 5:00 p.m.
- Fire Marshal
  - Inspection Required
  - Must be scheduled in advance.
- Code Enforcement
  - Health Inspection Required (applicable to business selling cooked or prepared food)
  - Provide a copy of Certified Food Handler certificate
- Sign Permit
  - Submit sign permit application, a site plan, sketch of the sign and its placement.
  - Sign cannot be installed until it is approved and permit is paid for.
- A certificate of occupancy will be issued when all final inspections have been approved. You will be notified when your Certificate of Occupancy has been issued. Processing time may vary.  
You cannot open your business until you have a posted Certificate of Occupancy.

*This document is intended as a guideline only. Requirements may vary, and additional approvals or documentation may be necessary depending on the building's occupancy, use, or any alterations being made.*



### **Requirements for Residential Permit**

- \_\_\_ Permit Application
- \_\_\_ Warranty Deed (Proof of ownership)
- \_\_\_ Owners ID
- \_\_\_ Contractors ID (If any)
- \_\_\_ Two sets of plans 24x36 Include site plan
- \_\_\_ Form Survey
- \_\_\_ Rescheck 2018 (Residential Compliance certificate)  
www.energycodes.org
- \_\_\_ Windstorm (Windstorm State Certified Engineer)
- \_\_\_ Availability of Water & Sewer Services Letter
- \_\_\_ If sewer not available. Obtain Septic Tank permit or Probe Letter Cameron County Environmental Health Department

### **Requirements for Commercial Permit**

- \_\_\_ Permit Application
- \_\_\_ Warranty Deed (Proof of ownership) or lease agreement
- \_\_\_ Owners ID
- \_\_\_ Contractors ID (If any)
- \_\_\_ Two sets of plans 24x36 existing and propose floor plan with site plan, and parking plan
- \_\_\_ Form Survey
- \_\_\_ Comcheck 2018 (Commercial Compliance Certificate)  
www.energycodes.org
- \_\_\_ Windstorm (Windstorm State Certified Engineer)
- \_\_\_ Availability of Water & Sewer Services Letter
- \_\_\_ If sewer not available. Obtain Septic Tank permit or Probe Letter Cameron County Environmental Health Department

**OTHER ITEMS MAY APPLY UPON REVIEW OF THE APPLICATION  
APPLICATION PROCESS MAY TAKE 2 TO 3 BUSINESS DAYS FOR APPROVAL  
CONSTRUCTION CONTAINER MUST BE SERVICE FROM REPUBLIC SERVICES**

\*All electrical, plumbing and mechanical work or modifications must be done by a licensed and insured professional and must obtain a permit with City of Los Fresnos Building Department.  
\*A Certificate of Occupancy will be issued when all final inspections have been approved.  
\*WPI-2 or WPI-8 must be submitted prior to release of a Certificate of Occupancy for new construction.

#### **Los Fresnos Website**



#### **Ordinances**



#### **Building Code**



#### **City of Los Fresnos**

520 E Ocean Blvd  
Los Fresnos, TX 78566  
(956) 233-5768

#### **Olmito Water Supply**

101 Clara Bennett Drive  
Olmito, TX 78575  
(956) 350-4099

#### **East Rio Hondo Water Supply**

P.O. Box 621/206 Industrial Pkwy.  
Rio Hondo, TX 78583  
(956) 748-3633

#### **Brownsville Public Utilities Board**

1425 Robinhood Drive  
Brownsville, TX 78520  
(956) 983-6121

#### **Gas Services**

Texas Gas Services  
1-800-700-2443

#### **AEP Texas**

1-877-373-4858

#### **Magic Valley Electric Cooperative**

Brownsville Office  
1825 N. Indiana Rd.  
Brownsville, TX 78521  
1-866-225-5683

#### **Los Fresnos Police Department**

Code Enforcement (Health Permit)  
200 N Brazil Street  
Los Fresnos, TX 78566  
(956) 233-4473

#### **Comptroller Field Office**

1655 Ruben M Torres Sr. Blvd.  
Brownsville, TX 78526  
(956) 542-8426

#### **Cameron County Public Health**

1390 W Express way 83  
San Benito, TX 78586  
(956) 247-3599

#### **Cameron County Clerk's Office**

835 E Levee St  
Brownsville, TX 78520  
(956) 544-1327

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