



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
 - A Federal Tax ID or SSN 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, floor plan & parking plan.
 - A Comcheck (Commercial Compliance Certificate) is required and must be submitted to the City of Los Fresnos Building Permit Office.
 - All electrical, plumbing and mechanical modifications must be done by a licensed and insured professional and must obtain a permit with City of Los Fresnos Building Permit Office.
 - A Sales Tax Permit is required and must be submitted to the City of Los Fresnos Building Permit Office.
 - 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
 - Social Security Card
 - \$150.00 Deposit, \$25.00 Connection Fee
 - 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.

- Fire Marshal
 - Inspection Required

- 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.



LIST OF CONTACTS YOU MAY NEED

Registering your business

- All Business types are required to register with the Comptroller at the Field Office in Brownsville. This is a tax reporting procedure. For questions on how to apply, please contact:
Comptroller Field Office
(956) 542-8426
- All new Businesses are required to register with the County Clerk's Office. For questions on this process, please contact the Cameron County Clerk's Office.

Utility Services

- Water and wastewater providers vary within the city limits of Los Fresnos. Please contact City Hall to verify your provider.

<u>City of Los Fresnos</u> 520 E Ocean Blvd Los Fresnos, TX 78566 (956)233-5768	<u>East Rio Hondo Water Supply</u> 206 Industrial Pkwy. Rio Hondo, TX 78583 (956)-748-3633
<u>Olmito Water Supply</u> 101 Clara Bennett Drive Olmito, TX 78575 (956) 350-4099	<u>Brownsville Public Utilities Board</u> 1425 Robinhood Drive Brownsville, TX 78521 (956)983-6100
- **Electricity:** Call AEP Texas at 1-877-373-4858 to request New or Temporary Construction services and obtain an Electrical Service Identifier (ESID) number. Brownsville Public Utilities Board (956)983-6100.
- **Gas:** Texas Gas Services 1-800-700-2443
- **Garbage:** City of Los Fresnos (Republic Services) 956-233-5768

Building Permits

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

Health Code Department

Los Fresnos Police Department
200 N Brazil
Los Fresnos, TX 78566
(956) 233-4473