

FEE \$25.00

**CITY OF MISSION
BUSINESS LICENSE APPLICATION**



BUSINESS IS NOT TO START UNTIL LICENSE IS ACQUIRED OR RISK POSSIBLE FINE

PROPERTY OWNER: _____ PHONE # _____

PROPERTY ADDRESS: _____

NAME OF BUSINESS: _____

BUSINESS OWNER: _____ CEL. # _____ PH. # _____

BUSINESS OPERATOR: _____ CEL.# _____ PH. # _____

TYPE OF BUSINESS: _____

****SALE OF ALCOHOLIC BEVERAGES: ON-SITE: YES or NO OFF-SITE: YES or NO
(MAY REQUIRE WRITTEN REQUEST TO WET ZONE)**

EXISTING BUILDING: YES or NO REMODELING/RENOVATION: YES or NO

NEW CONSTRUCTION: YES or NO ALARM SYSTEM PROVIDED: YES or NO

TAX ID ATTACHED: YES or NO STATE COMPTROLER'S OFFICE CERTIFICATE: YES or NO

APPLICANT'S SIGNATURE

DATE

(FOR OFFICE USE ONLY)

ZONING DISTRICT: _____ APPROVED : Y / N BY: _____ DATE: _____

C.U.P. APPROVAL: _____ C.U.P. PENDING: _____ WET ZONE: _____

OTHER COMMENTS: _____

ELECTRICAL INSPECTION NEEDED: Y / N ESI# 100327894 _____ DATE CLEARED _____

MVEC# _____ DATE CLEARED _____

SHARYLAND UTILITIES # _____ DATE CLEARED _____

DATE PAID: _____ RECEIPT# _____ BY: _____

DATE LICENSE ISSUED: _____ LICENSE # _____

PROCEDURES FOR OPENING A BUSINESS

1. Apply for a business license and pay a \$25.00 application process fee to the City of Mission, 1201 E. 8th Street, building permits department.
 - The application process takes three working days within the *Planning Department (956) 580-8672*. Once the Planning Department has reviewed your application it will be given to a building inspector, who will set up an appointment to inspect the business location, someone must be at the site.
 - After the building inspector confirms the inspection has passed, the building permit clerks will provide any information to the light company of your choice. **An ESI # (which begins with 100327894-_____)** needs to be provided in order for the information to be processed to the light company, this number is assigned by the light company providing the service.

AEP PHONE # 1-877-373-4858

MAGIC VALLEY PHONE # 289-4000

SHARYLAND UTILITIES PHONE# 664-9484

2. A \$30.00 fee is also required to be paid at the *Fire Department* located at 415 W. Tom Landry, (956) 580-8711. This fee may be paid on the same date when applying for the business license or when electrical service is established. The Fire Department cannot make an inspection unless the building already has electrical service.
3. If applying for a food establishment a \$50.00 to a \$100.00 fee is required to be paid at the *Health Department* located at 2801 N. Holland, (956) 580-8741 for a food handlers' permit. Call for more information regarding their requirements.
4. A \$20.00 fee is also required to be paid to activate alarm system at the *Police Department* located at 1200 E. 8th Street, (956) 584-5000.
5. Once all requirements are fulfilled and copies of inspections are provided to the Planning Department a business license will be made for your business. You will be called to pick up the business license. No other fees will be applied.

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