

## BUSINESS LICENSE APPLICATION

**Property Information (PLEASE PRINT CLEARLY):**

Applicant: \_\_\_\_\_ DL#: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Name of Proposed Business: \_\_\_\_\_  
 Proposed Business Address: \_\_\_\_\_  
 Proposed Use of Property: \_\_\_\_\_

**Sales Tax Permit Tax I.D. #:** \_\_\_\_\_ **Copy of Sales Tax Certificate:**  Yes  No

Will an advertising sign be installed?  Yes  No Sign Size: \_\_ Is the property vacant?  YES  NO

**Does the Building have power?**  YES  NO Total Sq. Ft. of Building: \_\_\_\_\_ Area of space to be occupied \_\_\_\_\_ Sq. Ft.

ESID# 100327894 \_\_\_\_\_ MVEC Account # \_\_\_\_\_

**Property Owner Information (PLEASE PRINT CLEARLY):**

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ **Property Owner Signature:** \_\_\_\_\_

**THE FOLLOWING FEES ARE REQUIRED:**

**ALL FEES ARE NON-REFUNDABLE**

- APPLICATION FEE \$25.00  FIRE INSPECTION FEE \$30.00
- HEALTH INSPECTION FEE \$250.00 (IF APPLICABLE) ATTACH COPY OF FOOD HANDLERS CERTIFICATE
- BUSINESS LICENSE FEE \$25.00 TO BE PAID ONCE APPLICATION IS APPROVED
- A RE-INSPECTION FEE OF \$35.00 WILL APPLY IF INSPECTION IS DENIED**

**Required information:**

- Any remodeling may require a building permit
- Water Service must be connected prior to Building Dept. conducting an inspection

*I understand that a certificate of occupancy (CO) from the City is required prior to the commencement of operation of the proposed business/service and that electric power may be disconnected if such business operation occurs without "CO". A "CO" will not be issued until all requirements have been completed and approved by the City.*

*I understand that I am requesting a re-occupancy for an existing structure within the city limits of Mercedes and that compliance with various City, State and Federal laws may be required.*

*I understand that the proposed use or proposed change in use (i.e. proposed use is different from the previous use) may require compliance, I may be required to retain the service of one or more licensed contractors to upgrade and /or install the applicable items. The appropriate permits from the City are required prior to the commencement of any such upgrades and /or installations.*

*I understand that the City will review my submittal and schedule in inspection within 48 hours; however, I may be asked to submit additional information*

*I hereby certify that I am the owner and /or duly authorized agent of the owner for the purposes of the application. I further certify that I have read and know the same to be true and correct. **If any of the information provided on this application or the submittal checklist is incorrect, the permit or approval may be revoked.** I also understand that the submittal of and payment for this application to the City does not guarantee the reconnection of electricity or a certificate of occupancy.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Zoning Classification: \_\_\_\_\_ Sales Tax ID  Yes  No Food Handlers Cert.  Yes  No

\_\_\_\_\_  
Bernie Mata, Health/Code Inspector : \_\_\_\_\_ Ruben Gutierrez, Fire Marshal \_\_\_\_\_ Javier Ramirez, Planning Director

APPROVED  DENIED  APPROVED  DENIED  APPROVED  DENIED

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

# BUSINESS LICENSE APPLICATION

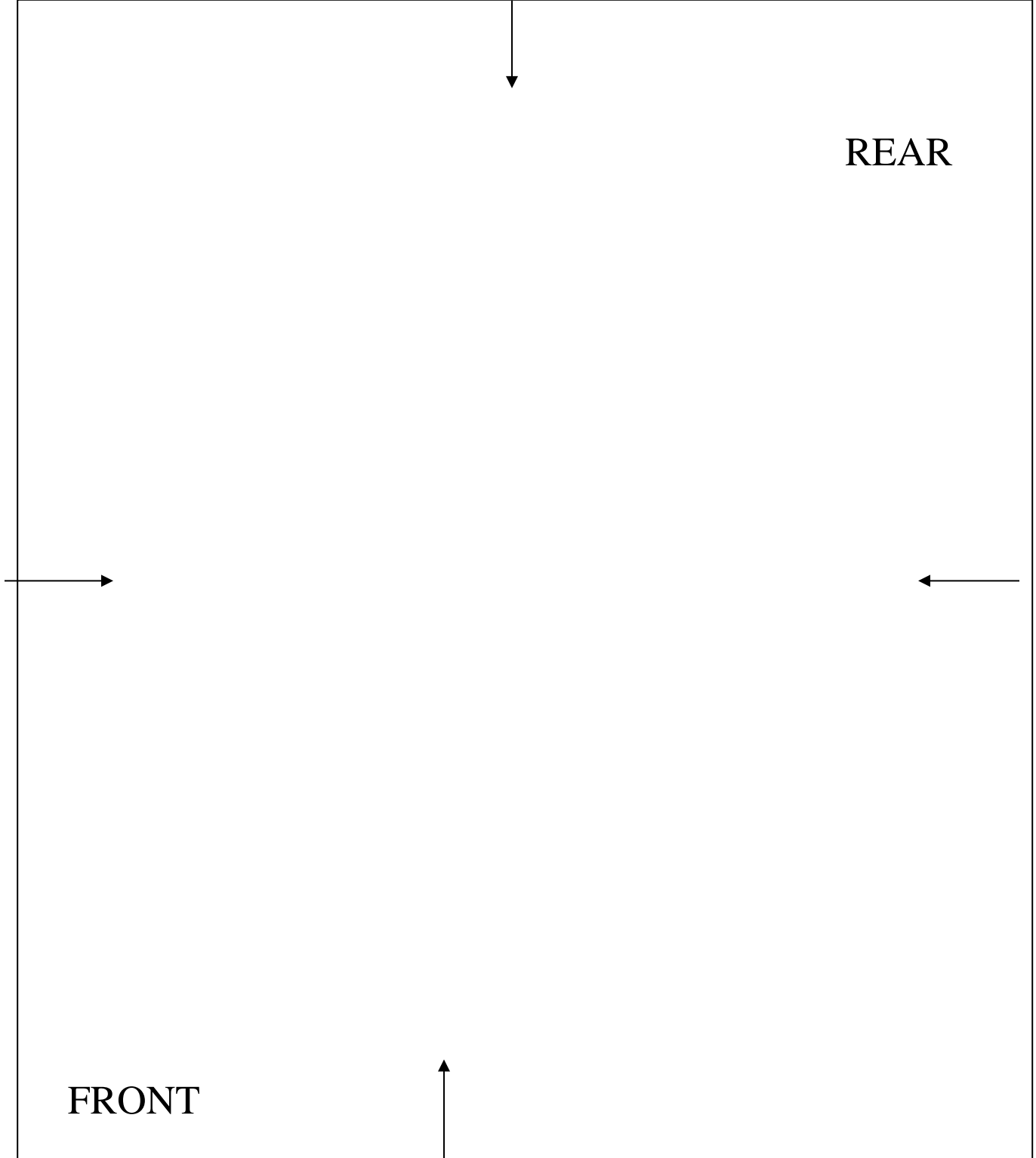
## BUILDING LAY-OUT

**NOTE:** This square indicates your property lines

A lay out plan detailing the inside of Building with Dimensions of rooms;

parking spaces & cross streets ***MUST BE drawn in the box***

PROPERTY OWNER IS RESPONSIBLE FOR LOCATION OF ALLEYS AND EASEMENTS ON SITE PLAN



**BUSINESS LICENSE APPLICATION**  
**EXAMPLE OF BUILDING LAY-OUT**

