

New Business Information

The City of Plainview Code Administration Department, the Fire Marshal's Office and the Environmental Health Inspector would like to congratulate you on your new business venture in our City. We hope that your new venture is a success and hope to give you some information about starting a new business in the City of Plainview, as it pertains to building, fire, electrical, plumbing and health codes. We realize that each business occupancy is unique unto itself. Therefore, the list that we have supplied is generic in nature, based on past experience. We strongly recommend that before you decide to lease or purchase a building, please check with us for the following information:

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| Zoning | Check with zoning administrator at City Hall to insure proper zoning for proposed business. Ask if any landscaping requirements apply. (806) 296-1100 |
| Building | Check with building official to see if any proposed construction work will need permitting. This may require floor plans of the building. (806) 296-1100. |
| Downtown | Properties located in the Historic Downtown District are subject to unique ordinances. Call for more information and a copy of these ordinances. (806) 296-1119 |
| Fire Dept | Changes in occupancy class may require structural changes to the building or additional fire protection systems. |
| Food Service | These types of establishments must also contact the Environmental Health Inspector for their requirements and permitting procedures. (806) 293-1359 |
| Plumbing | On all commercial buildings, any plumbing work must be done by a licensed master plumber. |
| Electrical | On all commercial buildings, any electrical work must be done by a licensed master electrician. |
| Signs | Check for permit requirements on any new or existing signage. |

CERTIFICATE OF OCCUPANCY APPLICATION

The application for the Certificate of Occupancy (CO) allows the building department to insure that the business is located in the proper zone. It also enables the building department and fire department to inspect the building and ascertain if it is in a safe condition for the proposed use. The fee is \$25.

During this inspection, the prospective business owner will receive a checklist of items that need to be addressed (if any), prior to issuance of the Certificate of Occupancy. In most instances, if corrections are minor, the building official and fire marshal will work with the prospective business owner to allow for the business to open while the corrective action is being taken.

If you have any questions, please contact any of the following persons:

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| Zoning Administrator | (806) 296-1100 |
| Building Inspector | (806) 296-1100 |
| Fire Marshal | (806) 291-1251 |
| Environmental Health Inspector | (806) 293-1359 |
| Main Street Coordinator (downtown area) | (806) 296-7431 |

NOTICE: The business MAY NOT BE OPENED until all inspections have been completed.
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