

You have completed your market research, written your business plan, and chosen a location! Here are a few things to know to help with your timeline:

1. **What is the zoning for the location you found, and will my business be allowed?** Certain areas allow certain business types, there are also areas that will allow certain business types with a special use permit only. In certain situations, you may need to file an appeal for the specific business type. There are also additional requirements in the Historic Zone if you intend to change the exterior or install signs.
 - a. Special Use Permits
 - i. Complete [Master Land Application](#), \$250.00 fee
 - ii. Sent to newspaper and letters sent to buffer zone
 - iii. 15 days then sent to next available Planning and Zoning meeting
 - iv. If approved by Planning and Zoning, then recommendation goes to City Commission for two readings
 - v. City Commission approves or denies
 - b. Historic Zone
 - i. If in the Historic District, complete [Historic Development Board application](#)
 - ii. Goes to next available Historical Board meeting
 - c. Rezoning or Replat
 - i. See Special Use Permit follows same process
 - d. Zoning Board of Adjustments
 - i. Complete [Master Land Application](#), \$250.00 fee
 - ii. Sent to newspaper and letters sent to buffer zone
 - iii. 15 days after sent to the next available Planning and Zoning meeting
 - iv. Zoning Board of Adjustments approves or denies
2. **What is the current occupancy of the building? What was the building's purpose before it became available?** There are a variety of issues that can come with changing the occupancy type for the building. Including, but not limited to, fire suppression requirements, egress requirements, parking requirements, restroom requirements, etc. For more information on this please visit the Planning & Development Services Department.
3. **Everything looks good and you wish to proceed, what do you need for the certificate of occupancy?** Here are a few things you will need to bring to Planning & Development Services:
 - a. Complete permit application for the Certificate of Occupancy
 - i. You will need a set of plans showing floor lay out and dimensions.
 - b. Contact Fire Marshals Office
 - c. Contact Health Department (if needed for food, beverages, etc.)
 - d. Have meter release inspection performed
 - e. Fire Marshal will perform an inspection
 - f. Health Dept may need to perform an inspection
 - g. Building Department will conduct final inspection for Certificate of Occupancy
 - h. 24 hours after inspections have passed, Development Services will have your Certificate of Occupancy

This is just a general idea for planning your timeline for opening day, there can be additional requirements based on business type. Please feel free to contact the Planning & Development Services Department with any questions. We also recommend setting up a pre-development meeting prior to starting, this will tend to answer most questions. You may also reach out to the Chamber of Commerce they can be an invaluable asset for assistance in getting started.

Typically Asked Questions

Q. Where can we find the city zoning?

A. KingsvilleGIS.com : Find the property you are looking at, then you will select layers, and go down to zoning districts. Each district you select will fill in the zoning area that it pertains to.

Q. How do you know if a business is allowed in a certain district?

A. This is in the City of Kingsville Municipal Code: Chapter 15 Land Usage, Article 6. Zoning, Appendix A
https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART6ZO_APXALAU_SCA

Q. Where can we find parking requirements?

A. This is in the City of Kingsville Municipal Code: Chapter 15 Land Usage, Article 6. Zoning, Parking.
https://library.municode.com/tx/kingsville/codes/code_of_ordinances?nodeId=PT2COOR_CHXVLAUS_ART6ZO_PA

Q. How long does it take to get a Special Use Permit?

A. The time frame can vary, typically 2 months

Q. How long does it take to get Historic Board approval?

A. The time frame can vary approximately 1 month

Q. How long does it take to rezone an area?

A. Rezone or replat will typically take at least 2 months

Q. I need to file an appeal with the Zoning board of Adjustments, how long will that take?

A. This time frame can vary, typically 1 month

Q. Why does the building department need plans?

A. To verify that there are adequate facilities, egress, parking and that the new occupancy will meet minimum code compliance.

Q. Do I need a sign permit?

A. Yes. If you have hired a sign company, they will standardly request their own permits

Q. Do I need a Certificate of Occupancy if I am not changing the occupancy type?

A. Yes

Q. How much is the fee for the Certificate of Occupancy?

A. \$25.00