

Planning & Development Department  
**ZONING PERMIT APPLICATION**

**1. PROJECT INFORMATION:**

DATE OF SUBMITTAL: \_\_\_\_\_

PROJECT ADDRESS (If existing): \_\_\_\_\_

HCAD PARCEL NO(s) 13-digit Tax ID(s): \_\_\_\_\_

PROPERTY LEGAL DESCRIPTION: \_\_\_\_\_

NEW BUILDING     EXISTING BUILDING    BUSINESS NAME: \_\_\_\_\_

LAST USE OF BUILDING: \_\_\_\_\_ DATE USE CEASED: \_\_\_\_\_

PROPOSED USE OF BUILDING: \_\_\_\_\_

**2. OWNER INFORMATION:**

BUSINESS OWNER'S NAME: \_\_\_\_\_ PHONE 1: \_\_\_\_\_

PHONE 2: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

MAILING ADDRESS OF BUSINESS OWNER: \_\_\_\_\_

**3. CONTACT INFORMATION:**

CONTACT NAME: \_\_\_\_\_ CONTACT TITLE: \_\_\_\_\_

PHONE 1: \_\_\_\_\_ PHONE 2: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**4. APPLICATION CHECKLIST & SUPPORTING DOCUMENTATION (Check applicable boxes):**

COMPLETE ITEMS 1 THRU 4 OF APPLICATION

-

COORDINATE WITH THE TEXAS ALCOHOLIC BEVERAGE COMMISSION (TABC) & LA PORTE CITY SECRETARY'S OFFICE FOR ALCOHOL LICENSE & PERMIT REGULATIONS.

FURNISH COPY OF TEXAS SALES & USE TAX CERTIFICATE

NOTES TO APPLICANT:

1. **NOT A VALID PERMIT UNTIL BUSINESS OWNER IS NOTIFIED OF APPROVAL AND ALL APPLICABLE FEES ARE PAID IN FULL**

AUTHORIZED SIGNATURE: \_\_\_\_\_ AUTHORIZED PRINTED NAME: \_\_\_\_\_

**(STAFF USE ONLY):**

ZONING DISTRICT: \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_ TAXES?: \_\_\_\_\_ CE?: \_\_\_\_\_ N/C ISSUE(S)?:  NO  \*YES

ADD TABC/CSO COMMENT FOR RESTAURANT / BAR?  YES  N/A SIC OR NAICS NO. OF PROPOSED USE: \_\_\_\_\_

APPLICATION IS:  APPROVED  DENIED NON-CONFORMING ISSUES:  YES  NO

DIRECTOR'S SIGNATURE: \_\_\_\_\_ COMMENTS: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

1. **DETAILED DESCRIPTION OF OPERATION/S TO BE PERFORMED AT THIS FACILITY:** \_\_\_\_\_

\_\_\_\_\_

2. **NUMBER OF EMPLOYEES PER BUILDING (IF APPLICABLE):** \_\_\_\_\_

3. **WILL TRACTOR TRAILERS BE INVOLVED IN ANY WAY FOR YOUR PROSOSED OPERATIONS? :**  YES  NO

*IF YES, DESCRIBE:* \_\_\_\_\_

4. **WHAT TYPES OF MATERIALS & PROCESSES WILL BE USED IN YOUR BUSINESS OPERATION? :**

*MATERIALS:* \_\_\_\_\_

*PROCESSES:* \_\_\_\_\_

5. **WHAT TYPES OF EQUIPMENT WILL BE UTILIZED IN YOUR BUSINESS OPERATIONS? :**

*EQUIPMENT:* \_\_\_\_\_

6. **WILL OUTSIDE STORAGE BE UTILIZED IN YOUR BUSINESS OPERATIONS?**  \*YES  NO

*\*IF "YES", DESCRIBE WHAT WILL BE STORED OUTSIDE, WHERE IT WILL BE STORED & PROVIDE PHOTOGRAPHS:*

\_\_\_\_\_  
\_\_\_\_\_

7.  **MANUFACTURING**  **DISTRIBUTING**  **RETAIL OPERATIONS:**

*DESCRIBE:* \_\_\_\_\_

8. **WHO IS YOUR CUSTOMER BASE? :** \_\_\_\_\_

9. **DESCRIPTIONS & QUANTITIES OF MATERIALS TO BE STORED INSIDE BUILDING:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **PROVIDE A LISTING & QUANTITY OF CHEMICALS TO BE STORED INSIDE AND/OR OUTSIDE OF BUILDING:**

*INSIDE:* \_\_\_\_\_

*OUTSIDE:* \_\_\_\_\_

11. **IS YOUR BUSINESS CURRENTLY OPERATING IN LA PORTE AT A DIFFERENT ADDRESS?**  YES  NO

*IF YES, PROVIDE ADDRESS:* \_\_\_\_\_

12. **PROVIDE YOUR COMPANY'S CODE (IF KNOWN):** SIC CODE: \_\_\_\_\_ NAICS CODE: \_\_\_\_\_

13. **HAVE YOU RECENTLY PURCHASED THIS PROPERTY?**  \*YES  NO

*\*IF "YES", PROVIDE A COPY OF YOUR DEED & PROPERTY SURVEY:*

14. **ARE YOU CURRENTLY LEASING THIS PROPERTY?**  YES  NO

15. **WHO'S NAME IS THE WATER ACCOUNT IN?** \_\_\_\_\_

**WHO'S NAME WILL THE WATER ACCOUNT BE TRANSFERRED INTO?** \_\_\_\_\_