



Operating Certificates

What do I need to move my business into an existing space?

If you are moving your business into an existing space and your proposed use is similar to the prior tenant's, an Operating Certificate and the appropriate licensing are all that is required. For example, a food license if you will be selling food.

Moving walls, increasing the building's footprint, adding parking, altering the space, or if the scope of work contains a mixture of plumbing, electrical, and mechanical work will require permitting and inspections prior to occupancy. For more information about applying for a commercial building permit please click [here](#).

Obtaining an Operating Certificate ensures that our community maintains structures that are safe to occupy, provides emergency services with updated contact information, and facilitates having utilities connected.

How much does an Operating Certificate cost?

Operating Certificates are \$205. Operating Certificates for businesses that will sell food are \$325. Selling food also requires the appropriate food license.

**If there is a change of use, impact fees may be assessed, and additional information may be needed.*

Who applies for the Operating Certificate?

An authorized representative of the business will apply for the Operating Certificate.

Once applied for, how does the process work?

After you apply, staff will review the proposed use to confirm it is allowed in the zoning district of the property. If the proposed use is not allowed, staff will reach out to discuss next steps. Staff will also review for water usage and apply impact fees if needed. Once staff confirms the use is allowed and if impact fees are needed, fees are paid, and inspections can be scheduled. Typically, from the application date to inspections being completed is 3-5 business days.

What inspections are needed to obtain an Operating Certificate?

Inspections will be completed by Building, Fire, and Planning on all Operating Certificates. Pending the business type additional inspections may be needed, for example Health and Pretreatment.

When can I open for business?

Once fees are paid, any required licenses are obtained, and inspections passed, the Operating Certificate will be signed and can be picked up or emailed to the applicant. At that time the business can open.

How do I request a ribbon cutting for my grand opening?

Ribbon cuttings are coordinated by the Pearland Chamber of Commerce. For information about joining the Chamber and requesting a ribbon cutting click [here](#).

