



# AUTO RELATED BUSINESS

Information Packet

[WWW.GPTX.ORG/ARB](http://WWW.GPTX.ORG/ARB)

## **AUTOMOTIVE RELATED BUSINESS INFORMATION PACKET**

There are numerous municipal and state codes which impact you as an Automotive Related Business (ARB) owner. While we understand that each ARB is unique, it is not possible to provide you with a list of every law which may impact your business. We have created this packet for Automotive Related Business Owners in an effort to help bring awareness to some of the provisions of the City of Grand Prairie Code of Ordinances and Unified Development Code which are common among most Automotive Related Businesses. A summary of some provisions are below and the wording of other provisions are attached or available online. If you have a question concerning a provision, please feel free to contact the individual designated in the City Contact section.

### **Packet Contents**

- **City Contacts**
- **Location of Business**
- **Authority to Operate**
- **Property Maintenance**
- **Certified Parking Plan**
- **Vehicle Delivery Statement**
- **Lot Calculation Table**
- **Fees**
- **Attachment 1 – Permit Application For ARB**
- **Attachment 2 – Affidavit of Property Owner**
- **Attachment 3 – Tenant/ Landlord Solid Waste Verification Form**
- **Attachment 4 – Parking/Site Plan**
- **Attachment 5 – Sample Diagram of Parking Plan**
- **Automobile Related Business Ordinance – online @ [www.gptx.org/arb](http://www.gptx.org/arb)**
- **Chapter 29, Article VII Junked Vehicle – online @ [www.gptx.org/arb](http://www.gptx.org/arb)**

### **City Contacts**

Automotive Related Business Certificate of Occupancy Related Questions

- Building Inspections – 972-237-8230

Automotive Related Business Permit Related Questions

- Public Health & Environmental Quality – 972-237-8055

Property maintenance or other Code Enforcement related questions

- Code Enforcement – 972-237-8296

Environmental related questions

- Public Health & Environmental Quality – 972-237-8055

Clean Prairie/Garbage/Recycling Related Questions

- Solid Waste/Recycling- 972-237-4550

City Code of Ordinances

- [https://library.municode.com/tx/grand\\_prairie/codes/code\\_of\\_ordinances](https://library.municode.com/tx/grand_prairie/codes/code_of_ordinances)

Unified Development Code

- <https://www.gptx.org/Departments/Planning-and-Development/Planning-Division/Unified-Development-Code>

## **Location of Business**

The Unified Development Code limits where ARBs are allowed to operate in the City of Grand Prairie. The way in which a particular piece of land is zoned determines what type of business can be operated there. To determine whether or not the type of business you wish to operate is allowed in a certain area, please review the “Permissible Use” chart contained in Article 4, Section 14 of Grand Prairie’s Unified Development Code. ARBs CANNOT be operated in a residential area. All Automotive Related Businesses located within the 100-year floodplain that store more than twenty-five (25) gallons of hazardous materials, hazardous waste, or other regulated chemicals or materials must apply for a bulk storage permit and provide an annual report to the Environmental Quality Manager by January 10<sup>th</sup> of each calendar year detailing the types and amounts of chemicals stored within the storage area. New salvage yards will no longer be permitted to operate within the 100-year floodplain. Those which are currently operating within the 100-year floodplain will be permitted to continue to operate.

## **Authority to Operate**

Every ARB must have a valid Certificate of Occupancy (CO) and ARB permit issued by the City of Grand Prairie Public Health & Environmental Quality Department to legally operate. These are issued to a specific owner for a specific business and cannot be transferred to another individual or business. Any change in ownership or use requires a new certificate or permit. The CO or permit may contain conditions which you must comply with. There are also issues for specific uses. If you decide you want to engage in a different use or expand your operations, you must get a new or amended CO and permit first. For example, if you are a tire change shop and decide that you also want to start doing oil changes, you will need to obtain a new or amended certificate of occupancy and automotive related business permit first. Operating a business without these items or in a manner not authorized by them will result in legal action being taken against you or your business.

Some businesses must also have a Special Use Permit (SUP). A SUP allows a certain use to occur on a certain property but does not alone give you the authority to operate an ARB. A CO and permit are still required. Unlike a CO and ARB permit, a special use permit is issued for a particular piece of land and not to a specific person or business. To determine if your business needs a SUP, please review the “Permissible Use” chart contained in Article 4, Section 14 of Grand Prairie’s Unified Development Code which relates to Automotive and Transport businesses.

In addition to City requirements, there are also many types of state law permits/licenses which may be required depending upon the type of business you are electing to operate. A list of some of the most common types of permits/licenses and the law requiring them are referenced below:

- Paint Booth – TCEQ Air Authorization
- Waste & Universal Waste Rules
- SPCC Plans
- TCEQ Air Authorizations

## **Property Maintenance**

The City of Grand Prairie has adopted the 2015 Property Maintenance Code. Among other things, the Property Maintenance Code requires offices, buildings, and work spaces to be properly maintained. Proper maintenance ensures that:

1. the interior/exterior walls, ceilings, windows, doors, roof and gutter components are free from defects
2. the interiors and exteriors are free of chipping or peeling paint
3. the exterior prevents water from leaking into the interior of occupied space
4. foundations are structurally sound and level
5. there are no electrical hazards such as exposed, faulty or illegal wiring

The Property Maintenance Code also requires businesses to have operational sanitary plumbing facilities which are free of blockages or overflows.

The premises of the business must also be maintained in an orderly manner. Grass and other vegetation should be cut regularly to prevent it from exceeding 12 inches. Many businesses are required to have screening fences. Others may not be required to have one but may wish to have one since junked and inoperable vehicles cannot be parked or stored where they are visible from the public right of way. All fences need to be maintained so they are not leaning or missing panels or bricks. Any screening material should be free of holes or rips.

**Certified Parking Plan**

The property must be designed in such a way that it offers sufficient on-site parking. Parking requirements will be reviewed in conjunction with the Certificate of Occupancy application. It is imperative that the business allow sufficient parking and maneuvering room on the property to eliminate interference with traffic on the roadway

A Certified Parking Plan is required with all CO applications. The Parking Plan must be drawn to scale and include the following:

- Lot Perimeter – show the entire lot and label any streets abutting the property.
- Parking Spaces – show all parking spaces on the lot, label their sizes and designate which are for use by: customers, employees and vehicle stock (when necessary, designate which spaces are for use by each separate dealership).
- Wheel Stops – show wheel stops to prevent vehicles from overhanging sidewalks and adjacent properties.
- Lighting Features – show all lights used to illuminate the lot (these shall be arranged and shielded to prevent light dissemination to abutting properties and streets).
- Trash Receptacles – show all trash receptacles located out of doors and their approved screening (these shall be screened from public view)

**Vehicle Delivery Statement**

The Vehicle Delivery Statement is required whether the vehicles are driven onto the lot individually or delivered by truck. If vehicles are delivered by truck, you must indicate on Parking Plan which driveway(s) will be used to access the lot, or where the trucks will park during off-loading.

You must also indicate the days of the week and hours which deliveries will occur. Please note that delivery of vehicles is limited to the hours of 7:00a.m.-9:00p.m. Monday through Saturday.

**Lot Calculation Table**

All applications for Certificate of Occupancy must include a table listing the following information:

- |  |                   |
|--|-------------------|
| • The size of the lot  | _____ square feet |
| • The office space occupied by your dealership               | _____ square feet |
| • The number of vehicle stock spaces for your dealership     | _____ spaces      |
| • The number of employee spaces provided for your dealership | _____ spaces      |
| • The number of customer spaces provided for your dealership | _____ spaces      |
| • The total square feet of all landscaped area on site       | _____ square feet |
- (for lots requiring Landscape Plans only)

**Note:** To calculate the number of employee and customer parking spaces that are required on site for your dealership, add the area your dealership occupies for vehicle stock and for office use.

Using this combined total area, (1) one employee and (1) one customer space are required per 1,200 square feet of area. For dealerships sharing the same lot – these parking requirements must be met for each individual dealership and shown on the parking plan.

A minimum of (10) ten vehicle stock spaces are required per dealership.

## **Fees**

When applying for a new ARB, a total of \$275 will need to be paid to the Public Health & Environmental Quality Department. This is a one-time payment of \$25 for the permit application and the annual payment of \$250 for annual inspection of business. Payments can be made over the phone by calling 972-237-8055 or paid in person at the Public Health & Environmental Quality Department located 300 W Main St 2<sup>nd</sup> Floor, Grand Prairie, TX 75050.

### **Annual and Permit Fee:**

- \$250.00 Annual Inspection Fee for Regular Auto Related Business (not a salvage yard)
- \$300.00 Annual Inspection Fee for Automotive Salvage Yard
- \$50.00 Annual Bulk Storage Fee
- \$25.00 Permit Application Fee



CITY OF GRAND PRAIRIE ENVIRONMENTAL SERVICES

300 W. Main Street, 2<sup>nd</sup> Floor, Grand Prairie, Texas 75050

Phone: (972)237-8055

FAX: (972)237-8228

**PERMIT APPLICATION FOR AUTOMOBILE RELATED BUSINESS**

THE FOLLOWING INFORMATION IS REQUIRED FROM THE BUSINESS OWNER IN ORDER TO OBTAIN A CERTIFICATE OF OCCUPANCY

Business Owner's Copy of government issued identification has been provided? ☐ Yes ☐ No

Name of Facility \_\_\_\_\_

Facility Address \_\_\_\_\_  
(Street Address) (Suite) (Phone)

**Operations to be conducted at this facility (circle all that apply)**

Auto Parts/ Accessories (New / Used)	Make Ready	Tire Storage	Tire Sales/Installation
Auto Body Repair	Brakes/Muffler Repair	Engine Repair	Parts or Vehicle Wash
Auto Sales (New / Used)	Oil Change/Lube	Painting or Coating	Vehicle Parking
Auto Detailing	State Inspection	Salvage	Outside Storage

**Business Owner's Full Name** \_\_\_\_\_  
(First) (Middle) (Last)

DL# and State \_\_\_\_\_ Owner's Date of Birth \_\_\_\_\_  
(Month) (Day) (Year)

Owner's Home Address \_\_\_\_\_  
(Street Address)

(City) (State) (Zip)  
Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

If owner is in partnership or corporation, give names, street addresses, city, state, zip & phone numbers partners or corporate office.

\_\_\_\_\_  
(If more room is needed for names, addresses, & phone numbers, use back of page)

**Diagram of the premises, including which parking spaces will be used for the operation of the business has been provided?** ☐ Yes ☐ No

Note: Diagram must be drawn to a designated scale or with marked dimensions.

**Notarized letter from property owner acknowledging business owner's intention to operate automotive related business on the property has been provided?** ☐ Yes ☐ No

AFFIDAVIT OF PROPERTY OWNER

STATE OF TEXAS    )

COUNTY OF DALLAS        )

“I, \_\_\_\_\_, am the property owner of the premises located at \_\_\_\_\_, Grand Prairie, Texas. I understand that \_\_\_\_\_ intends to operate an Automotive Related Business on the premises, and I confirm that said person or entity has the lawful right to occupy the premises. I understand a valid Certificate of Occupancy and Automotive Related Business permit are required for the legal operation of the business. I understand that I am not relieved from the responsibility or liability which has been placed on me as the property owner under local, state, or federal law for nuisances, environmental violations, and other violations of law on the premises.”

FURTHER AFFIANT SAYETH NOT.

\_\_\_\_\_  
Affiant

ACKNOWLEDGED BEFORE ME on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is known to me or whose identity was proven to me through \_\_\_\_\_.  
(insert type of government issued/photo id)

\_\_\_\_\_  
Notary Public in and for the  
State of Texas



**Public Health and Environmental  
Quality Department  
Certificate of Occupancy  
Solid Waste  
Verification Options**

Applicants must submit **ONE** of the following documents to the Public Health and Environmental Quality Department before a Certificate of Occupancy will be issued.

- ❖ Republic Services contract for dumpster service.  
Contact Grand Prairie Disposal at 817-261-8812 to have the service set up. No other company may be used.
  
- ❖ Tenant/Landlord Solid Waste Verification Form  
Applicant must have the landlord sign the attached letter giving applicant permission to use the facilities dumpster. The dumpster must be on tenant /landlord property.
  
- ❖ Application for bag or cart service  
Bag or cart service is approved by the Solid Waste Department on a case by case situation. **Auto related businesses & Health applicants do not qualify for bag service.** Please be advised that this option may take three to five days longer to process tile request.

**Questions?**

Call the Public Health and Environmental Quality Department at 972-237-8055.





**TENANT/LANDLORD  
SOLID WASTE VERIFICATION FORM**

**PERMIT NO:** \_\_\_\_\_

**TENANT TO COMPLETE:**

Tenant Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

**LANDLORD TO COMPLETE:**

Property Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I give permission for this tenant to use the strip center dumpster located at following address:

\_\_\_\_\_

**\*\*Dumpster must be on tenant/landlord property**

Landlord's Signature. \_\_\_\_\_ Date: \_\_\_\_\_

Republic Services Account Number \_\_\_\_\_



APPLICATION FOR: ☐ COMMERCIAL BAG ☐ CART SERVICE (limited service area)

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

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Mailing Address (if different than business address): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Business Owner/Operator: \_\_\_\_\_

Business Owner/Operator's Phone: \_\_\_\_\_

Business Owner/Operator's Driver's License #: \_\_\_\_\_

Landlord's Name (if applicable): \_\_\_\_\_

Landlord's Phone (if applicable): \_\_\_\_\_

Name of Person Responsible paying for the garbage service: \_\_\_\_\_

Responsible Party's Phone: \_\_\_\_\_

Emergency Contact Name & Phone: \_\_\_\_\_

Maximum quantity of waste generated per week: \_\_\_\_\_

Type of waste generated: \_\_\_\_\_

Do you ever dispose of any paints, solvents, electronic waste, tires, liquids, or batteries? ☐ YES ☐ NO

☐ I acknowledge that I am responsible for contacting the City of Grand Prairie Utility Services office when I wish to discontinue this service. I understand that I will not receive a refund if I fail to deactivate commercial bag service.

☐ I accept all the charges for commercial bag or cart service. I understand I will be billed monthly for commercial bag or cart service on my water bill. **IF APPROVED FOR CART SERVICE**, an initial cart fee will be applied to my water bill. Current garbage rates can be found in the City of Grand Prairie's ordinance.

Business Owner / Operator's Signature

Date

Landlord's Signature (if applicable)

Date

For Solid Waste Department Use Only

☐ APPROVED

☐ NOT APPROVED

Solid Waste Manager

Date