



CITY OF BAYTOWN

OFFICE OF THE CITY CLERK

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CREDIT ACCESS BUSINESS CERTIFICATE OF REGISTRATION INFORMATION AND INSTRUCTIONS

On May 22, 2014, the Baytown City Council Amended Chapter 20 of the Code of Ordinances, City of Baytown, Texas (the “Code”) to add Article II, “Credit Access Businesses” (“CAB”). These amendments became effective on June 1, 2014. CABs are commonly known as payday loan companies or vehicle title loan companies.

In accordance with Chapter 20, Article II of the Code, a certificate of registration is required for each physically separate CAB outlet (store location) within the City of Baytown. To obtain a certificate of registration for a CAB, a person must submit properly completed application to the Baytown City Clerk (“Director”), along with: (1) a copy of the current valid state CAB license for the CAB location; and (2) a copy of a current, valid certificate of occupancy showing that the CAB is in compliance with the Code.

The applicant or registrant is required to notify the Director within 45 days after any material change in the information contained in the application for a certificate of registration, including, but not limited to, any change of address and any change in the status of the state license held by the applicant or registrant, and/or any change in ownership. Each required item of information on the application is material.

Failure to comply with the CAB ordinance may result in a misdemeanor violation punishable, upon conviction, by a fine of not more than FIVE HUNDRED AND NO/100 DOLLARS (\$500.00) per day.

How to Obtain an Application – You may obtain an CAB certificate of registration application in two ways: 1) Download an application by following this link: <http://www.baytown.org> or 2) pick up an application at the City of Baytown, City Clerk’s Office, 2401 Market Street, Baytown, TX 77520.

Submitting Your Application – You may submit your CAB certificate of registration application along with a non-refundable application fee in the amount of \$50.00 by: 1) Mail to: City of Baytown, City Clerk’s Office, P.O. Box 424, Baytown, TX 77522; or 2) In Person: City Clerk’s Office, 2401 Market Street, Baytown, TX 77520. The City Clerk’s office accepts only cash, check or money order for payment; please make check or money order payable to the City of Baytown. Incomplete applications will not be accepted and will be returned to the applicant.

Displaying Your Certificate of Registration – CAB locations are required to conspicuously display the certificate of registration to the public in the business and must be presented upon request to the Director or any peace officer for examination.

CAB Certificate of Registration Renewal – All certificates of registration are issued and valid for one year from the time of issuance or the date of revocation, suspension, surrender, expiration without renewal, or other termination of the registrant’s state license. A CAB certificate of registration renewal application must be submitted at least thirty (30) days prior to the time of expiration.

Questions? – For CAB certificates of registration applications, or other questions, please contact the City Clerk’s Office at (281) 420-6504.