



Opening a Business in Denton, TX

What's my first step?

All businesses are required to have an EIN, whether or not you will have employees. Secure a copy of “Application for Employers Identification Number” (Form SS-4) from the Internal Revenue Service (IRS). www.irs.gov/Businesses Local office: IRS, 1100 Commerce St., Dallas, TX, 75242, 214-413-6010

Will you have employees?

The Fair Labor Standards Act requires employers to keep records on wages, hours and other items. If you have minimum wage employees, you must display posters where employees can easily see them. www.dol.gov/ Local office: Dallas District Office, 1701 E. Lamar Blvd., Suite 270, Arlington, TX, 76006, 866-487-9243

The TX Employment Commission provides information on collection of unemployment insurance, tax and benefits. www.twc.state.tx.us/ Local Office: TX Workforce Commission, 1300 Teasley Lane, Denton, TX, 76205, 940-382-6712

For information on laws that relate to employers and safety, and an area wage survey, contact the Bureau of Labor Statistics. www.bls.gov/home.htm US Bureau of Labor Statistics, Postal Square Building, 2 Massachusetts Ave., NE, Washington, DC 20212-0001, 1-202-691-5200

Information about compliance with the Occupational Safety and Health Care Act of 1977 can be found at www.osha.gov/html/a-z-index.html OSHA, 8344 E. RL Thornton Freeway, Suite 420, 214-320-2400

Will your business have an assumed (dba or “doing business as”) name?

If you are operating under an assumed name, the business name you want to use should be filed with the Denton County Clerk. Prior to filing, contact the County Clerk’s office to see if any other business is currently operating under the same name. dentoncounty.com/Departments/County-Clerk.aspx Denton County Clerk’s Office, 1450 E. McKinney St., Denton, TX, 76209, 940-349-2010

Will you be the sole owner or have business partners?

For corporate certificates and all information pertaining to filing of articles of incorporation or authority of foreign corporations to do business in TX, contact the Secretary of State. www.sos.state.tx.us/corp/index.shtml Secretary of State, Corporations Section, PO Box 13697, Austin, TX, 78711, 512-463-5555

Are your goods taxable?

Information regarding Sales Tax and other tax laws, can be found online at comptroller.TX.gov/taxes/

Will you sell alcoholic beverages (including wine or beer)?

Information about alcohol sales, transportation, storage of alcoholic beverages and licensing can be obtained through the Liquor Control Board. www.tabc.state.tx.us/ Local office: TX Alcohol Beverages Commission, 306 N. Loop 288, Suite 137, Denton, TX, 76209, 940-349-2877

Will you sell food?

If your business handles, processes, packages or warehouses food, you must have a Health Permit. www.cityofdenton.com/departments-services/departments-a-f/consumer-health Office: 215 W. Hickory St., Denton, TX 76201, 940-349-8360

Will your business be located within the Denton city limits?

No building in the City of Denton shall be occupied or used and no change in the existing occupancy classification shall be made until a Certificate of Occupancy is issued. www.cityofdenton.com/departments-services/departments-a-f/building-inspections/certificate-of-occupancy-information City of Denton, Building Inspections, 215 W. Hickory St., Denton, TX, 76201, 940-349-8360

Information about utility connections, fees and services can be obtained from the City of Denton. Water, electricity, trash, sewer: www.cityofdenton.com/departments-services/departments-a-f/denton-municipal-electric or www.cityofdenton.com/departments-services/departments-q-z/water-utilities City of Denton, 601 E. Hickory St., Denton, TX 76201, 940-349-8700. Natural Gas, Atmos Energy. Natural gas: www.atmosenergy.com Atmos, PO Box 650205, Dallas, TX, 75265, 877-460-7067 Telephone: www.verizon.com Verizon Southwest, 2219 S. Loop 288, Suite 108, Denton, TX, 76205, 940-243-0529

Will you receive foreign products or ship goods outside of the United States?

If you will import and/or export goods to or from another country, contact the International Trade Division of the U.S Department of Commerce's Commercial Service <http://www.trade.gov/cs> or the North Texas International Small Business Development Center, <http://www.ntsfdc.org/services/international-program> with offices located at the Bill J. Priest Institute, 1402 Corinth Street, Ste 2100, Dallas, TX, 75215, phone (214) 860-5889. Denton office: <http://www.nctc.edu/small-business-development-center/index.html> 1517 Centre Place Drive, Ste 350, Denton, TX, 76205, (940) 498-6468.

Will you need a business loan or assistance with a business plan?

The Small Business Administration can provide information about various management, procurement and loan programs to assist small businesses. Denton office: Small Business Development Center, 414 W. Parkway St., Denton, TX, 76201, 940-380-1849, <http://www.nctc.edu/small-business-development-center/index> or Regional Office: <http://www.sba.gov/offices/district/tx/dallas-fort-worth> Small Business Administration, 4300 Amon Carter Blvd., Suite 114, Fort Worth, TX, 76155, 817-684-5500. Denton office: <http://www.nctc.edu/small-business-development-center/index.html> Small Business Development Center, 1517 Centre Place Drive, Ste 350, Denton, TX, 76201, (940) 498-6468

Who can I call for help?

The City of Denton Economic Development staff is available to assist you in opening your business by providing information, assistance with City permitting, and networking. City Hall, 215 E. McKinney St., Denton, TX, 76201, 940-349-7776