

Business Resources/ Utilities

Before Opening For Business

Item to Consider

Location and Telephone Number

1. Secure a copy of "Application for Employers Identification Number" (Form SS-4) from the Internal Revenue Service.

Internal Revenue Service
(800) 829-4933

2. If a business is to be operated under an assumed name, the name under which it proposes to operate should be filed with the Tarrant County Clerk. Prior to filing the assumed name, contact the office of County Clerk to see if any other business is presently operating under the name.

Tarrant County Clerk's Office
(817) 884-1195

3. For corporate certificates and all information pertaining to filing of articles of incorporation or authority of foreign corporations to do business in Texas, contact the Secretary of State.

Secretary of State
(512) 463-5701

4. Owners and managers of new businesses in Grapevine, Texas should contact the Comptroller Office of the State of Texas for information on Sales Taxes, Store Taxes and other laws administered by this office.

Texas State Comptroller's Office
(800) 252-5555

Check with the State to determine if any statewide permits or licenses are required.

Texas Department of Economic Development
(800) 888-0511

5. Information about licenses and fees pertaining to the sale, transportation or storage of alcoholic beverages can be obtained from the Liquor Control Board.

Texas Alcoholic Beverage Commission,
(817) 652-5912

6. Firms involved in the handling, processing, packaging and warehousing of foods must have Health Permits, which are issued for Grapevine by the City of Euless.

Tarrant County Health Department
(817) 321-4960

7. The Fair Labor Standards Act requires employers to maintain records on wages, hours and other items. Employers having workers subject to minimum wage provisions must display certain posters where employees can readily see them.

Wage and Hour Division
U.S. Department of Labor
(817) 861-2150

8. Obtain information from the Texas Employment Commission regarding the

Texas Workforce Commission
(817) 548-5200

collection of unemployment insurance, tax, and benefits to qualifying employees.

9. Obtain information from Bureau of Labor Statistics on laws that relate to employers and safety.

Texas Department of Licensing and Regulations
(512) 463-6599

10. Obtain a Certificate of Occupancy. Section 307 of the Uniform Building Code specifies that no building shall be occupied or used, and no change in the existing occupancy classification of a building shall be made until a Certificate of Occupancy is issued

City of Grapevine
Department of Development Services
200 S. Main Street
Grapevine, Texas 76051
(817) 410-3165/3166

11. Information concerning import and export procedures can be obtained from the International Trade Division of the Department of Commerce or the Small Business Development Center (SBDC).

U.S. Export Assistance Program
(817) 310-3744

12. Information about various management, procurement and loan programs to assist small businesses may be obtained by contacting the Small Business Administration

Small Business Administration
(817) 684-5500

13. Utility hook-up. Information about utility connection, fees, and services can be obtained from the individual agencies.

See Following Section on Utilities

14. Area Wage Survey Information is available from the Bureau of Labor Statistics.

Bureau of Labor Statistics
(214) 767-6974

15. Information concerning requirements to be complied with on the Occupational Safety and Health Act of 1970 can be obtained from the Texas Department of Health or the Occupational Safety and Health Administration (OSHA).

Compliance Officer
Occupational Safety and Health Administration
(214) 320-2400

16. Information concerning environmental control requirements can be obtained from the Texas Commission on Environmental Quality or the Environmental Protection Agency (EPA).

TCEQ
(512) 239-1000

Environmental Protection Agency
(214) 665-6444

Small Business Resources

Tarrant Small Business Development Center

James E. Guinn Complex
1150 South Freeway, Suite 229
Fort Worth, Texas 76104
(817) 871-6028
fax (817) 332-6417 <http://www.tccd.net>

International SBDC

1402 Corinth Ste. 142
Dallas, Texas 75215
(214) 747-1300
fax (214) 748-7937

Risk Management SBDC

1402 Corinth Ste. 1536
Dallas, Texas 75212
(214) 860-5821
fax (214) 860-5867

North Texas Small Business Development Center

1402 Corinth
Dallas, Texas 75215
(214) 860-5831
fax (214) 860-5813
<http://www.ntsbdc.org>

Technology Assistance SBDC

1402 Corinth Ste. 1520
Dallas, Texas 75215
(214) 860-5709
fax(214) 860-5882

Center for Government Contracting

1402 Corinth Ste. 1535
Dallas, Texas 75212
(214) 860-5889
fax (214) 860-5867

Utilities

Electricity

TXU/Oncor
Residential – (800) 242-9113
Business – (888) 399-5501

Other Texas Providers List –

Public Utility Commission of Texas
1701 N. Congress Avenue
PO Box 13326
Austin, TX 78711-3326
Phone: (512) 936-7000 Email: customer@puc.state.tx.us
<http://www.puc.state.tx.us>

Natural Gas - Atmos Energy
Customer Service – (800) 460-3030
Emergency Hotline – (800) 817-8090
<http://www.atmosenergy.com>

Telephone - Verizon

Residential & Business– (800) 483-1000

Water and Sewer

Contact Information:
City Hall
200 S. Main
Grapevine, TX 76051

Service - (817) 410-3173
Water and Sewer Emergency after 5 p.m. – (817) 410-3599

