

### **STEP 1** Have you set up your business?

- Incorporate your business**  
sos.state.tx.us | 512-463-5555  
Corporate information must be filed with the Texas Secretary of State office.
- Obtain Employer Identification Number (EIN)**  
irs.gov  
All employers who have employees must be assigned an EIN from the United States Internal Revenue Service (Form SS-4).
- Obtain Business Name/DBA**  
Dallas County: dallascounty.org | 214-653-7099  
Denton County: dentoncounty.com | 940-349-2010  
Collin County: collincountytx.gov | 972-548-4185  
This establishes the sales tax collection process with the State of Texas. Contact the County Clerk's office for the respective county in which your business will reside.
- Obtain lease from landlord or property owner**  
Many commercial properties are leased by management companies. Lease terms should be negotiated prior to application for Certificate of Occupancy.

### **STEP 2** Have you made contact with the City?

- Confirm business use is allowed per zoning district**  
Building Inspection: City Hall | 972-466-3225  
Planning: City Hall | 972-466-3040  
Visit cityofcarrollton.com/buildinginspection to see zoning matrix in Comprehensive Zoning Ordinance, Article V. If zoning change is required, contact the Planning Division.
- Determine whether construction permits are required for tenant improvements and submit any necessary applications and plans**  
Building Inspection: City Hall | 972-466-3225  
Prior to any construction, demolition, alteration, or improvement, visit the Building Inspection counter to understand what permits may be required and apply for them.
- Determine what signage will be needed and apply for sign permit**  
Building Inspection: City Hall | 972-466-3225  
A permit must be in place prior to installation of any signs, including temporary signs or banners. Visit cityofcarrollton.com/buildinginspection for information on sign requirements and necessary sign permits. You may also contact the plan review staff with questions.
- Determine whether a fire sprinkler, fire alarm, or fire suppression system is required**  
Building Inspection: City Hall | 972-466-3225  
Depending on building use, occupant load, or other factors, additional life-safety systems may be required.

- New development**  
Building Inspection: City Hall | 972-466-3225  
Obtain permits for new construction, all on-site improvements, and any public improvements (utilities, street paving, etc.).

### **STEP 3** Have you made all the necessary applications?

- Apply for a Certificate of Occupancy**  
Building Inspection: City Hall | 972-466-3225
- Contact Environmental Services for businesses serving or preparing food**  
Environmental Services: City Hall | 972-466-3060  
A separate food permit is required and must be renewed annually. Food manager certification training may also be scheduled.
- Obtain license from TABC for businesses selling or serving alcohol**  
tabc.state.tx.us | 817-652-5912  
The sale of alcoholic beverages is under the requisition of the state's Texas Alcoholic Beverages Commission (TABC).

### **STEP 3** Have you set up all services?

- Apply for water service**  
Utility Customer Service: City Hall | 972-466-3120  
If there is a separate meter for the space to be occupied, a contract for services and a deposit are required.
- Apply for gas service**  
atmosenergy.com  
Natural gas service is provided by Atmos Energy.
- Choose an electrical service provider**  
powertochoose.org | coserv.com  
Electrical services in Carrollton are provided by third-party entities, although some areas are serviced exclusively by CoServ.
- Choose a solid waste service provider**  
Commercial solid waste services in Carrollton are provided by third-party entities, so search the internet for providers. The City does not provide trash or recycling collection services to commercial customers.
- Apply for mail service**  
usps.com | 800-275-8777  
Contact the United States Post Office to request mail delivery to your new business address. The Post Office will require a copy of the Certificate of Occupancy in order to begin mail service at your new address.