## PLEASE NOTE:

- 1. The City of Denison has a Business Sales Tax; a Certificate of Occupancy requirement; and a Public Utility Tax on water, power, and telecommunications providers. Business owners are responsible for their own federal, state, county, and city taxes and licenses. For more information on these, please contact the Texas State Comptrollers office.
- You may want to contact the Denison Development Alliance (DDA) at 903-464-0883 to see if any assistance is available for your new or expanding business. Funded by sales tax dollars, this organization has access to demographics, workforce data, incentive information, available building/land data, and much more.



Congratulations and Thanks Again For Opening and Operating Your Business in the City of Denison!

# GOVERNMENTAL OFFICES AND CONTACT INFORMATION:

### **FEDERAL**

U. S. Internal Revenue Service: 1-800-829-1040

## STATE OF TEXAS

*Texas Department of Transportation* 3711 S U.S. Hwy 75 Sherman, TX 903-892-6529

#### Texas State Comptrollers Office

1 Grand Center, Suite 110 Sherman, TX 75090 903-893-0692

*Texas Commission on Environmental Quality (TCEQ):* 512-239-1000

Texas Secretary of State: 512-463-5600

## **GRAYSON COUNTY**

Grayson County Tax Assessor's Office: 903-892-8297

*Grayson County Health Department (Denison)* 205 N Houston Denison, TX 75021 903-465-2878

Texas Alcohol and Tobacco (TABC): 903-813-4256

## **CITY OF DENISON**

Denison Fire Department 700 W. Chestnut – Denison 903-464-4427

The following city offices are located at 500 W. Chestnut (City Hall) 1<sup>st</sup> floor: *Planning & Zoning:* 903-464-4466 *Public Works:* 903-464-4455

Building Permits & Inspection 431 W. Chestnut Denison, TX 75020 903-464-4457

If you have any questions, please contact the City of Denison at 903-464-4440 or <u>www.ci.denison.tx.us.</u>





## BUSINESS SETUP PROCESS FOR THE CITY OF DENISON

The following business setup process was created and developed as a guide to assist City of Denison potential businesses in successfully completing the business application process. This guide will be applicable to the majority of businesses seeking to operate or conduct business within the City of Denison. Please read through every step before starting this process.

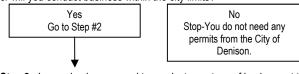
Note: Some professions and careers (e.g., attorney, cosmetologist/barber, psychologist, mortician, etc.) require additional State of Texas licensing or certification requirements. Please check with the specific department of the State of Texas in which your area of expertise may be handled. The state chapter of your professional association may also be able to assist you regarding these additional requirements.

Contact information for many of the City of Denison, Grayson County, State of Texas and federal government departments referenced in the following steps are listed at the end of this document.

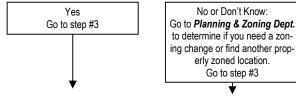
> We wish you much success. Thank you for opening and operating a business in Denison!



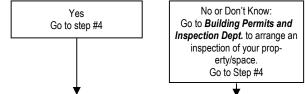
Step 1: Will your business be located within the city limits of Denison or will you conduct business within the city limits?



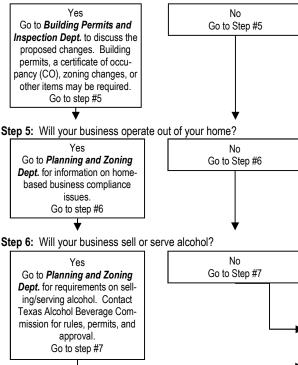
Step 2: Is your business zoned to conduct your type of business at the proposed location?

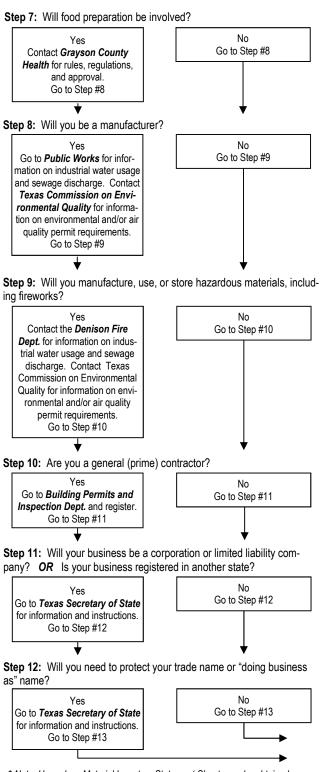


Step 3: Does the property/space pass building and fire code requirements?



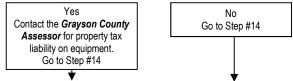
Step 4: Will you be using a sign to advertise you business? OR Will any building construction or tenant improvements be required for your business? **OR** Will there be a change in property use from the previous occupant?



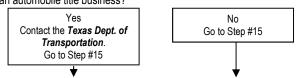


\* Note: Hazardous Material Inventory Statement Sheets can be obtained from the Building Inspection Dept.

Step 13: Will you be using personal property \*desks, computers, etc.) for business purposes that have a value in excess of \$500?



Step 14: Will you be using a vehicle(s) to transport people or products for a fee? **OR** Will you be using a vehicle(s) on a feefor-hire basis? OR Will your business involve retailing, wholesaling, auctioning, brokering, manufacturing/distributing, or transporting autos, or recycling vehicle parts? OR Will your business be an automobile title business?



Step 15: Will you have one or more employees, other than yourself?

