

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.
2. 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) 1st 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 www.ci.denison.tx.us.



**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?

Yes
Go to Step #2

No
Stop-You do not need any permits from the City of Denison.

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

Yes
Go to step #3

No or Don't Know:
Go to **Planning & Zoning Dept.** to determine if you need a zoning change or find another properly zoned location.
Go to step #3

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

Yes
Go to step #4

No or Don't Know:
Go to **Building Permits and Inspection Dept.** to arrange an inspection of your property/space.
Go to Step #4

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?

Yes
Go to **Building Permits and Inspection Dept.** to discuss the proposed changes. Building permits, a certificate of occupancy (CO), zoning changes, or other items may be required.
Go to step #5

No
Go to Step #5

Step 5: Will your business operate out of your home?

Yes
Go to **Planning and Zoning Dept.** for information on home-based business compliance issues.
Go to step #6

No
Go to Step #6

Step 6: Will your business sell or serve alcohol?

Yes
Go to **Planning and Zoning Dept.** for requirements on selling/serving alcohol. Contact Texas Alcohol Beverage Commission for rules, permits, and approval.
Go to step #7

No
Go to Step #7

Step 7: Will food preparation be involved?

Yes
Contact **Grayson County Health** for rules, regulations, and approval.
Go to Step #8

No
Go to Step #8

Step 8: Will you be a manufacturer?

Yes
Go to **Public Works** for information on industrial water usage and sewage discharge. Contact **Texas Commission on Environmental Quality** for information on environmental and/or air quality permit requirements.
Go to Step #9

No
Go to Step #9

Step 9: Will you manufacture, use, or store hazardous materials, including fireworks?

Yes
Contact the **Denison Fire Dept.** for information on industrial water usage and sewage discharge. Contact Texas Commission on Environmental Quality for information on environmental and/or air quality permit requirements.
Go to Step #10

No
Go to Step #10

Step 10: Are you a general (prime) contractor?

Yes
Go to **Building Permits and Inspection Dept.** and register.
Go to Step #11

No
Go to Step #11

Step 11: Will your business be a corporation or limited liability company? **OR** Is your business registered in another state?

Yes
Go to **Texas Secretary of State** for information and instructions.
Go to Step #12

No
Go to Step #12

Step 12: Will you need to protect your trade name or "doing business as" name?

Yes
Go to **Texas Secretary of State** for information and instructions.
Go to Step #13

No
Go to Step #13

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

Yes
Contact the **Grayson County Assessor** for property tax liability on equipment.
Go to Step #14

No
Go to Step #14

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 fee-for-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?

Yes
Contact the **Texas Dept. of Transportation.**
Go to Step #15

No
Go to Step #15

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

Yes
Contact the **Texas State Comptrollers Office** for information on workman's compensation insurance requirements.
Go to Step #16

No
Go to Step #16

Step 16: Will you need Federal Internal Revenue Service forms or other tax information?

Yes
Contact the **US Internal Revenue Service** for a kit of forms and instructions.
Go to Step #17

No
Go to Step #17

Step 17: Will you need State of Texas sales tax information, including use tax, withholding tax, or wholesale tobacco tax?

Yes
Contact the **Texas State Comptrollers Office** for information.
Go to Step #18

No
Go to Step #18

Step 18: Will you need a City of Denison Certificate of occupancy?

Yes
Contact **Building Permits and Inspections** for information and an application.
You are ready to start.

No
You are ready to start.

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