



NEW BUSINESS CHECKLIST

DEVELOPMENT SERVICES CENTER

STEP 1: Have you set up your business?

- ✓ **Incorporate your business**
sos.state.tx | 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**
Taylor County Clerk | Taylor County Courthouse
300 Oak St | Abilene, TX 79602
325-674-1202

STEP 2: Have you made contact with the City?

- ✓ **Confirm business use is allowed per zoning**
Planning & Development Services | 325-676-6237
<http://abilenex.gov/city-hall/departments/planning-development-services>
- ✓ **Determine whether construction permits are Required for tenant improvements & for new developments**
Building Inspection | 325-676-6232
Prior to any construction, demolition, alteration, or improvement, visit the Development Services Center to understand what permits may be required and apply for them. Obtain permits for new construction, all on-site improvements & any public improvements.
- ✓ **Determine what signage will be needed and apply for sign permit**
Planning & Development Services | 325-676-6237
A permit must be in place prior to installation of any signs, including temporary signs or banners.
<http://abilenex.gov/city-hall/departments/planning-development-services/planning-zoning/land-use-regulations-development-standards> then select sign regulations.
- ✓ **Determine whether a fire sprinkler, fire alarm, or fire suppression system is required**

Building Inspection | 325-676-6232

Depending on building use, occupant load, or other additional life-safety systems may be required.

STEP 3: Have you made all necessary applications?

- ✓ **Apply for a Certificate of Occupancy/Building Permit**
Building Inspection | 325-676-6232
- ✓ **Contact Environmental Services for businesses serving or preparing food**
Environmental Health | 325-437-4590
A separate food permit is required & 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 | 817-652-5912
Abilene City Secretary | 325-676-6202
The sale of alcoholic beverages is under the requisition of the state's Texas Alcoholic Beverages Commission (TABC)

Step 4: Have you set up all services?

- ✓ **Apply for water service & trash services**
Water Utility Office | 325-676-6405
If there is a separate meter for the space to be occupied, a Contract for services & deposit may be required. Trash services will also be billed on the water bill for city trash pick-up.
- ✓ **Apply for gas service**
Atmosenergy.com
Natural gas service is provided by Atmos Energy. A gas pressure test may also be required by a plumber before service is started.
- ✓ **Choose an electrical service provider**
Powertochoose.org | saveonenergy.com
Electrical services in Abilene are provided by third-party entities.
- ✓ **Apply for Mail Service**
Usps.com | 800-275-8777
Contact the United States Postal Office to request mail delivery to your new address. The post office will require a copy of the certificate of occupancy in order to begin mail service.

~~~ For additional information or questions, please contact our Development Services Center | 325-676-6232 ~~~