

STEPS IN STARTING A BUSINESS

1. Legal Structure Selection

Make your business LLC or a Corporation, name is registered for life. For information regarding **Incorporating Your Business** or to obtain a **Certificate of Authority** required for foreign companies to do business in Texas, contact:

Office of Secretary of State
P.O. Box 12887** Austin, TX 78711
Phone: (512)463-5701
<http://www.sos.state.tx.us/corp/index.shtml>

2. Registering A Business Name

Apply for an “Assumed Name Record-Certificate of Ownership”.
This is valid for ten (10) years, then must be re-registered.

- A. Search the “Record of Assumed Names”- to determine whether the name You have chosen is not being used.
- B. If not, obtain from, “Assumed Name Records –Certificate of Ownership”
And complete as per instruction of County Clerk. There will be a charge to record the form.

Webb County Clerk
1110 Victoria St., Ste. 201
Phone: (956) 523-4266
<http://www.webbcountytexas.gov/CountyClerk/Forms/default.aspx>

3. Starting A New Business In The State Of Texas

You will need to obtain licenses or permits according to your business.

Licenses & Permits Required by the State of Texas
Call: (800) 888-0511 or visit website at:
<http://www.license.state.tx.us>

License: If handling food (**Need to register for class**)

City of Laredo Health Department
2600 Cedar Ave., (2nd Floor in Auditorium)
Phone: (956) 795-4904
City of Laredo is now offering food handlers permits ONLINE!
<http://www.cityoflaredo.com/health/health.htm>

License: If selling **Liquor**, you need to obtain a license at:

Texas Alcoholic Beverage Commission Agency
1110 Washington St. (Webb Co Admin Bldg., Ste. 305)
Phone: (956) 523-4603
<http://www.tabc.state.tx.us>

Businesses that need Licenses & Permits:

LICENSE: An Amusement Center (Ex: Slot machine games)

PERMITS: Retail, Restaurant, or Grocery Store

FUEL TAX: Freightliner, Owner-Operator

FRANCHISE TAX: Corporations & LLC

4. Building & Zoning Inspections

For city level regulations: It is very important for you to check all of this requirements with Building & Zoning Department before signing a lease for your place of business.

- Building Official
- Housing Inspector
- Plumbing Inspector
- Electrical Inspector
- Mechanical Inspector

City of Laredo Building & Zoning Department
1120 San Bernardo

Phone: Zoning Dept. (956) 794-1613

Phone: Building Dept. (956) 7941625

<http://www.ci.laredo.tx.us/city-planning/PZIndex.htm>

<http://www.ci.laredo.tx.us/Building>

5. Webb County Appraisal District

Business Valuation for Tax Purposes

Complete a "Business Personal Rendition Form"

- If business started after January 1st – no taxes (inventory & fixture taxes) will be paid for the first year- however they will have to pay the second year.
- When your business is 1years old, you will get a letter, fill out once completed they will appraise it, and it will count as a write-off and might be used as tax deductible.

Webb County Appraisal District

Business Personal Property Department

3202 Clark Blvd. Laredo, TX 78043

Phone: (956) 718-4091

Website: www.webbcad.org

6. Internal Revenue Services

Apply for an Employment Identification Number (EIN)

Internal Revenue Services
Phone: (800) 8294933 or (800) 829-3676
Website: www.irs.com

7. Employment Process

If you will be hiring employees, the TEXAS WORKFORCE COMMISSION located at 101 East 15th Street, Austin Texas 78778-0001 provides an informational package for employers. To obtain this package, call (512) 463-2222 or (800) 832-9394. For more specific information on unemployment insurance taxes and labor posters, call (512) 463-2747.

Local Office: Texas Workforce Commission
709 E Calton Rd., Ste. 108
Laredo, TX 78041** Phone: (956) 723-8261
<http://www.twc.state.tx.us/customers/bemp/businesses-employers.html>

8. Worker's Compensation Policies

For information on Workers Compensation Policies, rates and classifications contact:

Texas Board of Insurance
333 Guadalupe** Austin, TX 78701
Phone: (512)322-3445 or 1-(800)578-4677
<http://www.tdi.texas.gov>

To become more familiar with the basic requirements for Worker Compensation in Texas, the Texas Workers Compensation Commission publishes a new law guide, a quarterly newsletter and an information brochure for employers, contact:

Texas Workers Compensation Commission
4000 South 11135** Austin, TX 78704**Phone: (512)804-4000
Local Office: 5420 Springfield Ave. ** Phone (956) 7182040
<http://www.tdi.texas.gov/wc/indexwc.html>

There are specific regulations regarding safety in the workplace, and certain posters that must be displayed. For information, contact: When hiring employees.

U.S. Department of Labor – OSHA
800 Dolorosa St. Ste.203 ** San Antonio, TX 78207-4559
Phone: (512) 3740271 or (210) 472-5040
<http://www.osha.gov>