

# New Business Owner's General Checklist

## New Building Checklist

- Plat
- Properly Zoned
- Specific Use Permit (If Applicable)
- Form 100 Water/Sewer Impact Fees
- 3 Complete Plans (to include the following listed below)
- Electrical Plans
- Plumbing Plans
- Gas Plans
- Mechanical Plans
- Fence Plans
- Sidewalk / Curb Plans
- Landscaping Plans
- For Fire systems information and permits, contact the Leon Valley Fire Department at (210) 684-3219

## New Businesses

- Register your business name with your State Government
- Apply for an EIN (Employer Identification Number)
- Register your Domain (whether doing business online yet or not)
- File a DBA (Doing Business As) for the company name you have chosen with the Secretary of State
- Register your business with the Secretary of State
- Register for State and local taxes through the IRS and your State Revenue Agency to obtain a tax ID number, workers compensation unemployment, and disability insurance
- Incorporation filing (if your business is a corporation, a non-profit, an LLC, or LLC partnership)
- Obtain business licenses & applicable loan permits
- Obtained a signed Certificate of Occupancy (in order to open for business)
- Obtain Liquor License (if selling liquor) – Contact the Texas Alcoholic Beverage Commission at (210) 731-1720 for information on Licensing and Certificate requirements
- Obtain sign permits
- Obtain food license (if a food establishment)
- Learn about employer requirements