

Business Guide

Southlake, Texas

This business guide has been prepared by the City of Southlake Department of Economic Development & Tourism. It provides assistance to prospective, existing and expanding businesses in Southlake. It contains general information regarding essential steps in creating and furthering a business, with special emphasis on factors and references relevant to Southlake and the Dallas/Fort Worth Metroplex.

To date, over 1,400 businesses operate in Southlake, specializing in manufacturing, information and technology management, retail, consumer services, business and financial services, construction and others.

While normally reliable sources were used to gather this information, the City cannot guarantee the accuracy of the information presented.



Claffey Pools is just one example of the many consumer retail businesses in Southlake.

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1. INTRODUCTION

BASIC QUESTIONS TO ANSWER BEFORE STARTING A BUSINESS

Starting a business involves many steps that must be analyzed before the initial venture can begin. The following questions provide a summary of issues to address when considering the start of a business.

1. Have you written a description of the products and/or services you'll provide, and defined the market area you're going to serve, including appropriate location?
2. Have you written a business plan, defining short-term goals, long-term goals, and overall objectives, while taking into consideration personal and professional background, including management experience?
3. Have you written a financial plan, including projected profit and loss statements and cash flow statements for a period of at least two years? This plan should address three scenarios: worst case, expected case, and best case.
4. Have you outlined financial requirements for start-up costs and three cash flow projections for at least two years?
5. Have you secured financial backing for start-up costs and the worst-case projection for at least two years?
6. Have you thoroughly studied the market, developing a sales strategy, a target market, and an advertising budget?
7. Have you studied the regulations affecting the business, such as zoning, and state and local licensing requirements?
8. Have you determined the best legal structure for the business?
9. Have you selected an attorney, accountant, banker, and/or insurance agent, as a source of expert advice?

If unable to answer "Yes" to all of the above questions, you may not be ready to begin a new business. Make sure that all of the factors are addressed and included in the business plan.

A business plan reflects the amount of thought and preparation put into the business concept and demonstrates one's knowledge of his or her proposal. Not only is it a comprehensive guide used to direct a new business, but it is probably the single most important factor in determining if one can obtain funds for his/her proposal.

A strong resource for developing a business plan is the U.S. Small Business Administration (SBA). Search this link for more information: <https://www.sba.gov/writing-business-plan>

STARTING OUT IN YOUR BUSINESS

- 1. Determine market factors.**
 - a) Who is the target market?
 - b) What is the sales potential?
 - c) How will you attract and sell to your customers?
 - d) Who is your competition?

- 2. Define your buying plan.**
 - a) From whom will you buy?
 - b) On what terms will you be able to buy?
 - c) Is any existing inventory unable to sell?

- 3. Analyze inventory.**
 - a) What do you already have on hand?
 - b) What is on order?
 - c) What has been sold?

- 4. Organize work responsibilities.**
 - a) Who is responsible for doing what?
 - b) What are the job descriptions of each position, and how many of each position will be required?
 - c) What jobs and information can be best organized with a computer?

- 5. Determine financial needs.**
 - a) What are your start-up costs?
 - b) How much are you willing to commit?
 - c) What are your operating expenses?
 - d) Will sales provide enough income for timely payment of bills?
 - e) What are your cash-flow requirements for the next three years?

- 6. Determine sources of capital.**
 - a) Commercial banks
 - b) Trade creditors and equipment manufacturers
 - c) Small loan companies, commercial credit companies, sales finance companies, and insurance companies
 - d) Small Business Administration loans
 - e) Leasing companies
 - f) Venture capital groups

- 7. Determine control and feedback factors.**
 - a) Monthly financial statements
 - b) Monthly accounts receivable and payable aging reports.
 - c) Inventory, sales, and disbursements statements
 - d) Break even projections

2. BUSINESS STRUCTURE

There are tax and legal implications to the various business structures. An attorney, Certified Public Accountant (CPA), banker, or financial advisor can provide guidance on the best structure based upon your needs. The Small Business Administration (SBA) offers several in-depth pamphlets on the subject. The following are brief explanations and considerations for each type.

Sole Proprietorship

1. Only one person owns and operates the business - Most common type of business structure.
2. Easiest to form and operate.
3. Advantages: few legal controls; flexibility of management; and profits are taxed as income of the individual.
4. Major disadvantage: all losses and liabilities are assumed by the same individual, which may extend to his or her personal property.

General Partnership

1. Two or more persons agree to contribute money, labor, and/or skills to a business and share in its profits, losses, and management.
2. Each partner is individually responsible for total partnership debts and liabilities in the event the other partners are unable to pay.
3. The partnership can be oral or written, however, a written agreement is recommended, as it is more binding. The term “partnership” has been defined liberally by the courts.

Limited Partnership

1. Comprised of one or more general partners who manage the business and share full liability, and one or more limited partners who share in the profits but whose liability is limited to the extent of their investment.
2. Limited partners may take no part in running the business; the filing of a Certificate of Limited Partnership with the office of the Secretary of State is required.

Corporation

1. A legal entity made up of persons having a charter recognizing the corporation as a separate entity with its own rights, liabilities, and privileges.
2. An individual who is the sole owner of a corporation will have separate tax and financial responsibilities for himself and for the corporation.
3. In Texas, Articles of Incorporation for the entity must be filed with the Texas Secretary of State’s Office. Refer to Appendix A – State and Federal.

Limited Liability Company

1. A legal entity formed by filing Articles of Organization with the Texas Secretary of State’s Office. Refer to Appendix A – State and Federal.
2. Owned and operated by one or more members and/or managers who have limited liability for the obligations of the business.
3. Flexible structure can provide tax advantages over a corporation; less formality is required than for a corporation.

Source: *How to Start a Business in the City of Dallas - The Sourcebook*, Dallas Regional Chamber

Home Based Business

[Click here](#) to fill out the certificate of compliance that will need to be turned into our Building Inspections Department.

Home occupations uses allowed per section 34.1.i

Zoning Ordinance No. 480, as amended

HOME OCCUPATION - An occupation wholly within a dwelling unit provided that:

- a. No person other than members of the family residing on the premises shall be engaged in such occupation;
- b. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five percent (25%) of the floor area of the dwelling unit shall be used in the conduct of the home occupation;
- c. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding one square foot in area, non-illuminated, and mounted flat against the wall of the principal building;
- d. No home occupation shall be conducted in any accessory building;
- e. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard;
- f. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single family residence, or outside the dwelling unit if conducted in other than a single family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises;
- g. Home occupation uses shall not include beauty culture schools, barber and beauty shops, medical or chiropractic offices, or other uses of a similar nature and character.

3. PERSONNEL AND PAYROLL

Hiring Employees

Hiring additional employees is a major step in starting a small business. Some business owners look to defer the burden of unemployment, Medicare and Social Security taxes and administration by using independent contractors in lieu of additional employees. Too often, the label of “independent contractor” does not stand up to legal challenge and may place the employer at risk for an IRS audit or potential lawsuits. If you are considering using independent contractors, you should consult your legal counsel and accountant first. The IRS uses these common-law factors to determine whether a worker is an independent contractor or a regular employee:

The IRS 20-Factor Test

1. Instructions. An employer should not tell an independent contractor how to do a job.
2. Training. An employer should not provide substantial training for an independent contractor.
3. Integration. An independent contractor should not be hired to provide a service that is an essential part of an employer’s business.
4. Personal Services. An employer should not insist that the work be performed by the contractor rather than someone that the contractor might hire.
5. Assistants. Independent contractors control and pay their assistants.
6. Length of Relationship. Independent contractors should not have a continuing relationship with an employer unless there are multiple contracts.
7. Work Hours. An independent contractor usually determines the hours worked to complete a job.
8. Amount of Work. An independent contractor should not be told to work full-time for an employer if that would prevent the contractor from doing other work.
9. Location. Unless the services can be performed only in one location, an independent contractor chooses where to do the work.
10. Sequence of Work. Independent contractors determine the order in which they accomplish their tasks.
11. Reports. Independent contractors should not be required to produce interim reports.
12. Payment. Independent contractors are paid for the results of their work, not for the time worked.
13. Expenses. Independent contractors are responsible for their business expenses.
14. Tools. Independent contractors typically provide their equipment and tools.
15. Investment. An independent contractor has a significant investment in his business, such as a home office.
16. Profit. Independent contractors can realize profits and incur losses.
17. Multiple jobs. Independent contractors can work for more than one employer at the time.
18. Availability. Independent contractors make their services available to the general public.
19. Termination. Independent contractors cannot be fired at will, as can employees.
20. Liability. Independent contractors are liable for failure to complete a job.

When hiring employees, your new hire packet should include:

1. An offer of employment and/or employment contract
2. W-4/W-9 form
3. Immigration and Naturalization Service (INS) form I-9
4. A form to list emergency contacts for the employee
5. Insurance information and enrollment forms
6. Employee handbook

The employee handbook is an important component of your business that sets company policies on working hours, dress code, vacation, sick leave, holidays and performance reviews. There are inexpensive templates available on the Internet that can be downloaded and customized for your employee handbook.

Compensation can take the form of:

1. Wages: Payment for services rendered on an hourly, daily or piece basis.
2. Salary: Compensation paid out on a weekly, bi-weekly, semi-monthly or monthly basis.
3. Commission: Payment based on sales performance.
4. Contract Labor: Payment to an independent contractor for services rendered.

Before setting pay scales, survey similar jobs within the industry. Establish a pay range for each position, i.e., a starting rate and a maximum rate. Be aware that the IRS will look closely at payments for contract labor to insure that they are not actually disguised compensation to employees.

There are several methods of handling the business payroll:

1. Manual: The owner/manager calculates the amount due and writes the checks.
2. In-house: Use a commercially developed payroll software package to compute payroll on an in-house personal computer.
3. CPA: Contract with a CPA to handle payroll.
4. Service agency: Contract with a service company that calculates payroll, prepares checks, and provides necessary reports.

Employer ID Number

A business must have an Employer ID number to receive credit for Federal Income Tax withholdings, FICA, and Federal Unemployment taxes. An Employer ID number can be obtained by contacting the IRS. Refer to Appendix A – State and Federal for resource information. A rule of thumb is 12-15% of the total amount paid in wages is necessary to cover the various taxes and compensation costs.

Benefits

Employee benefits can make the difference in attracting and retaining key employees. The decision to offer benefits, however, should not be made lightly as a benefit program plan is an inflationary overhead expense for an employer. Benefits might not be a factor for potential employees in some fields, but would play a greater role in competition for professional white-collar employees.

Benefits given to employees beyond their base compensation may include:

- | | |
|--|-------------------------------|
| 1. Bonuses | 7. Child care |
| 2. Health/dental or optical insurance | 8. Paid vacation |
| 3. Profit sharing | 9. Stock options |
| 4. Car allowance/mileage reimbursement | 10. Disability/Life insurance |
| 5. Paid holidays/sick leave | 11. Pension plan |
| 6. Retirement plan | 12. Tuition assistance |

The foundation of an employee benefit plan is group health insurance. The insurance carrier sets the employer's contribution level, but the minimum contribution level falls between 50% to 75% of the employee-only premium. Small employers (2-50 employees) have guarantee-issue of health insurance coverage for any insurance carrier admitted to issue small group plans in Texas. Most plans in the Dallas/Fort Worth area utilize either an HMO or PPO network. Group life insurance, dental insurance, and disability can be offered as either employer-paid or voluntary benefits. Your insurance broker can assist you in designing an employee benefit program to fit the needs and budget of your business. Small and/or new businesses are cautioned against incorporating benefits too liberally or too early.

Source: *How to Start a Business in Dallas*, Small Business Resource Council.

4. CAPITAL ISSUES

Experts state that the most important component of financing a new business is obtaining the necessary capital for start-up and operating costs during the business's infancy. The most important question a lender must determine is whether a borrower will be able to repay the loan.

Lenders, such as banks, generally require a written business plan, including a formal financial plan. No matter the format, the financial plan should include at a minimum:

1. A repayment plan
2. Personal financial statement
3. Projection of future income (revenue) and expenses
4. Balance-sheet
5. Start up costs
6. Monthly cash flow statements for the next 12 to 24 months
7. Break-even analysis

For the purpose of a loan application, a business plan should also include:

1. Description of the business
2. Personal profile
3. Collateral

These plans should be realistic and should include explanations on how the numbers were calculated. Finally, by learning a lender's business practices, an applicant is able to customize a presentation to fit the lender's criteria.

To obtain a loan, an applicant should be of "good character," demonstrate an ability to operate the business, and have sufficient capital to operate the business in a sound financial manner when the loan is approved. **To reiterate, consult an accountant, attorney, or financial planner for assistance and advice.**

The Small Business Administration (SBA) is one player involved in programs providing start-up capital for new businesses. Contact an SBA representative to discuss specific programs, procedures, and policies.

1. The SBA guarantees loans submitted and made by financial institutions. The SBA does not make loans, nor does the SBA have a "grant" program for starting a business.
2. The SBA does not become involved in the process until the loan paper work has been submitted to the bank, and the lender forwards the paperwork to the SBA. If the SBA approves your loan guaranty, the bank will close the loan and distribute your funds.
3. The SBA guidelines include maximum loan amounts, capital contribution, required collateral, type of industry, loan terms, and permitted use of funds.

It is not a policy of the SBA to accept only a certain percentage of applications; if an applicant meets The SBA general requirements, the SBA will provide guarantee assistance.

The following are the most typical sources of capital for new businesses:

1. **Banks:** Most common source. Each bank differs in its requirements of the borrower, and requirements may change dependent upon the amount requested. Generally, a loan of any size will require collateral greater than the amount of the loan, so the bank may sell the collateral and recover its loss in the event the debt is not repaid. Again, attempt to learn the lending criteria in advance, and be prepared with the business plan and any additional related material for support. If denied by a bank, one must be informed of the reasons.
2. **Money Brokers:** May be an individual or a large company. Money brokers make their living by knowing where and how to get money for investment purposes. Some brokers charge for packaging the deal, others charge a fee if the loan goes through, and others may require a percentage of ownership of the business. Consult an accountant, attorney, or financial advisor for advice; be sure to check references and track record.
3. **Limited Partnerships and Corporations:** Family or friends may be willing to provide funds in exchange for an interest in a limited partnership or stock in a corporation. The contributors would share in the profits, but would not be liable in the event of failure.
4. **Selling Stock or Partnership Interests:** While this is an option, Federal Securities regulations are an important and complicated issue. Consult an attorney experienced in securities law.
5. **Leasing Companies:** If equipment is needed, consider leasing. While the total cost may be greater, leasing may offer certain tax advantages while allowing one to retain working capital and/or bank credit.

Source: *Business Resource and Filing Guide*, The Arlington Chamber, and *Small Business Survival Guide*, The Business Press.

5. TAXES

Texas is 1 of 4 states with no income tax on corporate earnings, and 1 of 7 states with no personal income tax.

Franchise Taxes

1. The Texas franchise tax is a privilege tax assessed against corporations and limited liability companies doing business in Texas.
2. Corporations and limited liability companies pay the greater of the tax on net taxable capital or net taxable earned surplus. Consult an accountant or CPA for assistance in this calculation.
3. The franchise tax report is filed annually with the Texas Comptroller's Office. Refer to Appendix A.

Sales Taxes

1. Every person, partnership, corporation, or other organization selling, renting or leasing taxable items in Texas must have a Sales Tax Permit.
2. Sales Tax Permits can be obtained by applying to the Texas Comptroller of Public Accounts at a local Comptrollers' Office.
3. Refer to Appendix A – Local for resources.

The following information is necessary when completing a request for a sales tax permit. Temporary authority to open your business upon completion of the application will be given.

- Social Security Number: The owner of the business for a sole proprietorship; the number of each partner for a partnership; and the president and secretary's numbers for a corporation.
- Federal Employers Identification Number: Assigned by the IRS if the business hires employees or pays Federal Excise tax.
- Corporate Charter or Certificate of Authority: Number assigned to the corporation by the Texas Secretary of State, and the effective date of permission to do business in Texas.
- Signatures: For a sole proprietorship, the owner must sign the application. For a partnership, all partners must sign. For a corporation, the president, secretary, or a personnel authorized to legally bind the company must sign.
- While an application fee is not required, a bond or security must be furnished to ensure payment of both state and local sales and taxes.

Southlake Sales Tax Rate

1. Totals 8.25% - the maximum amount in the state of Texas
2. 6.25% to State of Texas.
3. 2.00% to City with 1.0% to the General Fund; 0.5% to Southlake Parks Development Corporation (Parks and Recreation Development Sales Tax 4B implemented May 1994); 0.125% to Crime Control and Prevention District and 0.4375 to Community Enhancement and Development Corporation (CEDC)

Property Tax Rates

Southlake lies within two counties and is served by four independent school districts.

Example of 2016 Property Taxes for FY 2017:

Majority of Southlake Jurisdiction	Tax Rate per \$100 Assessed Property Value
City of Southlake	\$0.462
Tarrant County	\$0.264
Tarrant Co. Hospital	\$0.227897
Tarrant Co. College District	\$0.149500
Tarrant Regional Water District	\$0.020
<u>Carroll ISD</u>	<u>\$1.395</u>
Total	\$2.518397

For information on Tarrant Appraisal District, Tarrant County Tax Assessor/Collector, and other related agencies, refer to Appendix A – Local.

Source: *Tarrant County Appraisal District (www.tad.org)*

6. INSURANCE

When it comes to insurance on your business, start with a knowledgeable insurance agent whom you trust and will feel comfortable working with.

If your building from the ground up you will want to make sure that the contractor you hire is insured and will provide a Builders Risk policy. This policy will cover all materials while the building is under construction.

Usually, if the building will be leased or bought, some type of Commercial Insurance Package Policy will be needed. A policy of this type covers various risks.

General coverage for Businesses might include:

1. General Liability
2. Property Coverage
3. Commercial Auto
4. Workers Compensation
5. Employment Practice Liability
6. Error and Omission Coverage

Keep in mind that there are other types of insurance coverage that a company might need to secure such as:

1. Keyman Insurance Coverage
2. Buy-Sell Agreement Funding
3. Employee Benefit Plans

There are many risks and exposures that must be addressed. An untimely loss could affect the longevity and success of your business.

In addition, each business will need insurance, which is based on the needs of that company. For example, a dentist office has different exposures, risks, and coverages in comparison to a plumber or a home-based business. Each company's need is different.

Again, start with an insurance professional to discuss what the business might need to cover for those many unknown risks.

7. LOCATION

A knowledgeable real estate broker can assist in finding the best location for your business.

Leases are usually stated in terms of square footage per year.

1. Monthly rent equals the dollar amount multiplied by the square footage, divided by 12 months.
2. Square footage is usually measured from the inside *or the outside* of an exterior wall to the middle of a common wall. (If measured from the outside of an exterior wall, there will be a slight increase to the rentable square footage you are paying for.) In the office buildings, tenants usually pay for common areas such as hallways, atriums, elevators, and restrooms as apportion of their rentable square footage (on a pro rata basis); in retail centers, as well as in garden one-story office buildings, there is typically no common area space to share, therefore there is no added on “common area factor.”

Lease terms are usually one of three types: triple net lease, full service (or gross lease), or industrial gross lease.

1. A triple net lease is the base rental amount *excluding* taxes, insurance, and common area maintenance (landscaping, parking lot cleanup, janitorial services for the common areas, etc.) With a triple net lease, expect to pay the base rent plus a pro rata percentage (based on the square footage leased) of the actual cost of the property’s taxes, insurance, and, maintenance.
2. A full service (gross) lease is quoted as one rate, the base rental rate includes taxes, insurance, common area maintenance, electricity, and janitorial expenses.
3. An industrial gross lease, the base rental rate includes taxes, insurance, common area maintenance, and typically janitorial expenses. The tenant is responsible for payment of electricity and sometimes janitorial.

If a retail storefront is not needed, consider leasing an office space. Base rental rates for office space is typically lower than retail. Executive suites are also a cost effective means of leasing small office space and is ideal for a one or two person office. In an executive suite arrangement, the costs of a receptionist, telephone, copy/fax machines, utilities, and break areas are shared between the participating businesses and the tenants are charged a flat monthly rental rate.

As in all business practices, read the lease thoroughly and consult an attorney.

Source: *How to Start a Business in Dallas*, Small Business Resource Council.

8. DEVELOPMENT

Land Use and Zoning

Before selecting a location, research the City's Master Land Use Plan and zoning regulations to ensure the intended use of space or land is consistent with city regulations.

Zoning Ordinance No. 480

If you consider building a facility, the following are important development-related ordinances:

1. Airport Overlay Zone, Ordinance No. 480, Section 43, as
2. Corridor Overlay Zone, Ordinance No. 480, Section 43, as amended
3. Residential Adjacency Overlay Zone, Ordinance No. 480, Section 43, as amended and Non-Residential Development Overlay, Section 43
4. Driveway Ordinance No. 634
5. Landscape Ordinance No. 544-B
6. Masonry Ordinance No. 557-A
7. Sign Ordinance No. 704-H
8. Tree Preservation Ordinance No. 585-D
9. Subdivision Ordinance No. 483-P
10. Lighting Ordinance No. 693-C

Certificate of Occupancy

Required for businesses renting or leasing space in an existing building. Guidelines and application included.

Platting

A plat is a technical drawing showing the boundaries of a tract of land and the lots, easements, and roadways proposed as a part of the subdivision of land. A preliminary plat shows all lotting, easements, and roadways, but generally without the calculated dimensional accuracy of a final plat. A preliminary plat is not filed of record and therefore does not consummate the dedication of easements or right of way (R.O.W.). A final plat is defined by engineered dimensional accuracy showing all lotting, easements, dedications, and property corner monumentation. Upon approval and filing of this plat, all entitlements granted by easement or dedication are consummated.

It will be necessary to file a plat on a piece of property if the property is being subdivided or if a building permit is required and a plat has not already been filed. A plat must be prepared by a Registered Professional Land Surveyor licensed in the State of Texas.

The City has several types of platting processes. The type of plat process required is dependant upon the size, number of proposed lots, current platting status and physical conditions of the property. Contact the City of Southlake Planning Department at (817) 748-8621 regarding specific requirements.

9. SIGNAGE

Sign Permit required for all signs within the City.

Valid for 180 days from date of issuance

Application for Sign Permit must include:

1. Application form and applicable fee
2. A sketch of the sign illustrating all dimensions
3. Letter from property owner granting permission to erect sign
4. Compliance with wind pressure and dead load requirements
5. General plan illustrating location of building, structure or tract and positioning of sign

Three General Sign Categories:

1. Attached
2. Monument
3. Ground

Regulatory factors include:

- | | |
|-------------------------------------|----------------------------|
| 1. Distance from R.O.W./setback | 7. Height, area, and width |
| 2. Number of signs per site | 8. Material |
| 3. Location within City | 9. Residential adjacency |
| 4. Illumination | 10. Letter/logo height |
| 5. Width of building or lease space | 11. Protrusion |
| 6. Roof line limitations | |

Ordinance 704-H as Amended, also addresses other types of signs, such as business, menu board, subdivision, etc.

Specific Temporary Signs are exempt from permit.

City Council may authorize variances to any requirements regarding number of signs, area, height, setback, or any other aspect of the sign-permitting process.

If leasing, clarify signage responsibilities. What size sign is entitled or allowed, who will pay for and install it, and will it be illuminated? Refer to the City of Southlake Sign Ordinance, No. 704-H as Amended.

10. ALCOHOL

The majority of Southlake is “Wet” or able to sell alcohol with a Special Use Permit.

Definition of Bar or Tavern

An establishment that derives 75 percent or more establishments’ gross revenue from the on-premise sale of alcoholic beverages. (as amended by Ordinance No. 480-000

Bars or taverns allowed through approval of a specific use permit in C-3 and DT districts. (SUP Section-45.1.1)

APPENDIX A – REGULATORY CONTACTS

The following list contains only a portion of potential agencies involved in licensing and regulating businesses.

LOCAL

Registering an unincorporated business

Register a business and research if any other business is operating under the name you have chosen.

Tarrant County Clerk's Office
100 West Weatherford
Fort Worth, TX 76196
(817) 884-1195
www.TarrantCounty.com

Obtaining Sales Tax Permit

Every person, partnership, corporation, or other organization selling, renting, or leasing taxable items in Texas must have a Sales Tax Permit.

Comptroller of Public Accounts (local office)
6320 Southwest Boulevard, Suite 201
Fort Worth, TX 76109
(817) 377-8855
www.Comptroller.Texas.Gov

Texas Comptroller's Office
Tax Assistance
111 East 17th Street
Austin, TX 78774
(800) 252-5555
www.Comptroller.Texas.Gov

Other Tax Resources

For other, additional tax information
Tarrant County Appraisal District (TAD)
2500 Handley-Ederville Rd.
Fort Worth, TX 76118
(817) 284-0024
www.TAD.Org

Tarrant County Tax Assessor/Collector
Southlake Office
1400 Main St., Suite 110
Southlake, TX 76092
(817) 481-8141
www.TaxOffice.TarrantCounty.com

Minimum Wages and Records

Employers must maintain records on wages, hours worked and other related items. Employers with workers subject to minimum wage provisions must display specified posters.

U.S. Department of Labor, ESA Wage and Hour Division
The Offices at Brookhollow
1701 E. Lamar Boulevard, Suite 270
Arlington, TX 76006-7303
(817) 861-2150
www.Dol.Gov

Food handling and storage permits

Any business involved in handling, processing, packaging, or warehousing foods, including day care centers, must have a health permit. If constructing a facility of food service nature, drawings must be approved before construction to ensure basic health standards are incorporated into the design.

Tarrant County Environmental Health Department
1101 S. Main Street
Fort Worth, TX 76104
(817) 321-4700
www.Acess.TarrantCounty.com

Alcoholic Beverage Sales

Information about licenses and fees related to the sale of alcoholic beverages.

Texas Alcoholic Beverage Commission (TABC)
2225 E. Randol Mill Road, Suite 200
Arlington, TX 76011
(817) 652-5912
www.TABC.State.Tx.Us

STATE AND FEDERAL

Obtaining an Employer Identification Number

Required if the business hires employees or pays federal excise tax
IRS provides free local workshops the first and third Wednesday of each month.

Internal Revenue Service
Attn: Entity Control
Austin, TX 73301
(800) 829-1040
www.IRS.USTreas.Gov

Incorporating a business

Required if business will operate as a corporation or a limited liability company in conducting business in Texas

Texas Secretary of State
Corporations Section
P.O. Box 13697
Austin, TX 78711-3697
(512) 463-5555
www.SOS.State.Tx.Us

The Secretary of State Office posts the *Filing Guide* on their website along with other necessary forms. The *Filing Guide* provides guidelines for required business organization document filing.

Workers' Compensation

Employers should be familiar with the basic requirements for workers' compensation in Texas. Law guides, quarterly newsletters, and informational brochures are available.

Texas Workers' Compensation Commission
101 E. 15th Street, Room 665
Austin, TX 78778
(512) 463-2236
www.TWCC.State.Tx.Us

Drug-Free Workplace Requirements

Texas employers can obtain information about drug-free workplace requirements for employers with 15 or more employees who maintain workers' compensation coverage.

Workers Assistance Program, Inc.
4115 Freidrich Lane, Suite 100
Austin, TX 78744
(800) 522-0550
www.WorkersAssistance.com

Americans With Disabilities Act (ADA)

Information on ADA requirements

Texas Governor's Committee on People with Disabilities
1100 San Jacinto Boulevard
Austin, TX 78701
(512) 463-5739
www.Gov.Texas.Gov/Disabilities

Workplace Safety Requirements

Specific regulations regarding safety in the workplace

U.S. Department of Labor-OSHA
525 S. Griffin Street, Room 602
Dallas, TX 75202
(800) 832-9243
www.OSHA.Gov

Statewide permits or licenses

There are over 130 different types of businesses and occupations regulated by various state agencies.

Texas Department of Economic Development & Tourism
Business Information and Referral
221 E. 11th Street
Austin, TX 78701
(512) 936-0100
www.Gov.Texas.Gov/EcoDev

Texas Department of Licensing and Regulation
920 Colorado
Austin, TX 78701
(512) 463-6599
www.TDLR.Texas.Gov

Exporting and Importing

Information concerning export and import rules, licenses and NAFTA.

US Export Assistance Center
1450 Hughes Road, Suite 220
Grapevine, TX 76051
(817) 310-3744
www.Export.Gov

Environmental impacts and regulations

Texas Commission on Environmental Quality
P.O. Box 13087
Austin, TX 78711-3087
(512) 239-100
www.TECQ.State.Tx.Us

Small Business Assistance Agencies

U.S. Small Business Administration
4300 Amon Carter Boulevard, Suite 114
Fort Worth, Texas 76155
(817) 684-5500
www.SBA.gov

APPENDIX B - OTHER CONTACTS AND LINKS

CITY OF SOUTHLAKE

1. City Manager's Office (817) 748-8057
2. Finance (817) 748-8345
3. Municipal Courts (817) 748-8143
4. Utility Billing (817) 748-8683
5. City Secretary's Office (817) 748-8183
6. Human Resources (817) 748-8064
7. Economic Development (817) 748-8039
8. Information Technologies (817) 748-8348
9. Library (817) 748-8249
10. Planning & Development Services (817) 481-2024
11. Building Inspections (817) 748-8236
12. Public Works Administration (817) 748-8098
13. Public Works Operations (817) 748-8082
14. Police (817) 748-8114
15. Fire (817) 748-8106
16. Community Services (817) 748-8184
17. The Marq (817) 748-8900
18. Park (817) 748-8219

GENERAL

City of Southlake, Economic Development Department & Tourism (817) 748-8039

1400 Main Street, Suite 300, Southlake, TX 76092

www.CityOfSouthlake.com

Southlake Chamber of Commerce (817) 481-8200

1501 Corporate Circle, Suite 100, Southlake, TX 76092

www.SouthlakeChamber.com

Fort Worth Business Assistance Center (BAC) (817) 871-6025

1150 S. Freeway, Fort Worth, TX 76104

www.FWBAC.com

Dallas Regional Chamber (214) 746-6600

500 N. Akard Street, Suite 2600, Dallas, TX 75201

www.DallasChamber.org

Fort Worth Chamber of Commerce (817) 336-2491

777 Taylor Street, Suite 900, Fort Worth, TX 76102

www.FortWorthChamber.com

North Central Texas Council of Governments (NCTCOG) (817) 640-3300
616 Six Flags Drive, Arlington, TX 76011
www.NCTCOG.org

Texas Workforce Commission (817) 548-5270
2421 Westport Parkway, Suite 200, Fort Worth, TX 76177
www.TWC.State.Tx.Us

U.S. Small Business Administration District Office (817) 684-5500
4300 Amon Carter Boulevard, Fort Worth, TX 76155
www.SBA.gov

Dallas Minority Business Development Agency (214) 630-0747
8828 Stemmons Freeway, Suite 550 Dallas, TX 75247
www.MBDA.gov

North Texas Commission Mentoring Program (972) 621-0400
8445 Freeport Parkway, Suite 640, Irving, TX 75063
www.NTC-DFW.org

North Texas Small Business Development Center (214) 860-5831
1402 Corinth Street, Suite 2111, Dallas, TX 75215
www.NTSBDC.com

Better Business Bureau (800) 621-8566
1300 Summit Avenue, Suite 700, Fort Worth, TX 76102
www.BBB.org

Occupational Safety & Health Administration (OSHA) (817) 428-2470
8713 Airport Freeway, Suite 302, Fort Worth, TX 76180
www.OSHA.gov

Texas Association of Business (512) 477-6721
1209 Nueces Street, Austin, TX 78701
www.TxBIZ.org

National Association for the Self-Employed (NASE) (800) 649-6273
7701 Las Colinas Ridge, Suite 120, Irving, TX 75063
www.NASE.org

International Trademark Association (INTA) (212) 642-1700
655 3rd Avenue, 10th floor, NY 10017
www.INTA.org

Area secondary educational institutions offer a variety of non-credit business courses:

Tarrant County College (TCC) (817) 515-8223

828 W. Harwood Road, Hurst, TX 76054

www.TCCD.edu

University of Texas at Arlington (UTA) Continuing Education (817) 272-2011

701 S. Nedderam Drive, Arlington, TX 76019

www.UTA.edu