

## STARTING A BUSINESS IN HUTTO, TEXAS

1. Secure a copy of "Application for Employers Identification Number" (Form SS-4) from the Internal Revenue Service.
  - a. Internal Revenue Service  
825 E. Rundberg Ln.  
Austin, TX 78753  
(800) 829-1040  
Hours: M-F 8:30 AM – 4:30 PM
  
2. If a business is to be operated under an assumed name, the name under which it proposes to operate should be filed with the Williamson County Clerk. Prior to filing the assumed name, contact the office of County Clerk to see if any other business is presently operating under the name.
  - a. Williamson County Clerk's Office  
*Records Division*  
Williamson County Justice Center  
405 MLK  
Georgetown, TX 78626  
(512) 943-1515  
Hours: M-F 8:00 AM – 4:30 PM
  
3. For corporate certificates and all information pertaining to filing of articles of incorporation or authority of foreign corporations to do business in Texas, contact the Secretary of State.
  - a. Texas Secretary of State  
<http://www.sos.state.tx.us/index.html>  
(512) 463-5770
  
4. Owners and managers of new businesses in Hutto, Texas should contact the Comptroller Office of the State of Texas for information on Sales Taxes, Store Taxes and other laws administered by this office.
  - a. Texas State Comptroller's Office  
P.O. Box 13528, Capitol Station  
Austin, TX 78711-3528  
<http://www.window.state.tx.us/comptroller.help@cpa.state.tx.us>  
(800) 252-5555

Check with the State to determine if any statewide permits or licenses are required.

- a. Office of the Governor  
Economic Development and Tourism Division  
(800) 843-5789
5. Information about licenses and fees pertaining to the sale, transportation or storage of alcoholic beverages can be obtained from the Liquor Control Board.
  - a. Texas Alcoholic Beverage Commission – Georgetown Outpost  
517 Pine  
Georgetown, TX 78626  
(512) 930-3203
6. Firms involved in the handling, processing, packaging and warehousing of foods must have Health Permits, which are issued for Hutto by Williamson County and Cities Health District.
  - a. Williamson County and Cities Health District  
100 W. 3<sup>rd</sup> St. (*Mailing Address*)  
312 Main St. (*Physical Address*)  
Georgetown, Texas 78626  
<http://www.wcchd.org/>  
(512) 943-3600
7. The Fair Labor Standards Act requires employers to maintain records on wages, hours and other items. Employers having workers subject to minimum wage provisions must display certain posters where employees can readily see them.
  - a. U.S. Department of Labor  
Wage and Hour Division  
San Antonio District Office  
Northchase 1 Office Building  
10127 Morocco, Suite 140  
San Antonio, TX 78216  
(866) 487-9243
8. Obtain information from the Texas Employment Commission regarding the collection of unemployment insurance, tax, and benefits to qualifying employees.
  - a. Texas Workforce Commission  
Tax Department  
East Central Region  
101 E. 15<sup>th</sup> St., Room 330  
Austin, TX 78701  
(512) 463-3642

9. Obtain information from Bureau of Labor Statistics on laws that relate to employers and safety.
  - a. Texas Department of Licensing and Regulations  
920 Colorado  
Austin, TX 78701  
<http://www.tdlr.state.tx.us/>  
(800) 803-9202
10. Obtain a Certificate of Occupancy. No building shall be occupied or used, and no change in the existing occupancy classification of a building shall be made until a Certificate of Occupancy is issued.
  - a. City of Hutto  
Community Development Department  
Building Division  
409 W. Front St., Suite 200  
Hutto, Texas 78634  
(512) 759-5971
11. Information concerning import and export procedures can be obtained from the International Trade Division of the Department of Commerce or the Small Business Development Center (SBDC).
  - a. International Trade Administration – Austin Office  
221 E. 11<sup>th</sup> St., 4<sup>th</sup> Floor  
Austin, TX 78701  
<http://www.trade.gov>  
(512) 916-5939
12. Information about various management, procurement and loan programs to assist small businesses may be obtained by contacting the Small Business Administration.
  - a. Small Business Administration  
4300 Amon Carter Blvd. Suite 114  
Fort Worth, Texas 76155  
(817) 684-5500
13. Utility hook-up. Information about utility connection, fees, and services can be obtained from the individual agencies.
  - a. Please see **Utility Guide** for list of agencies and contact information. [editor's note – "Utility Guide" to be completed (it's complicated)]
14. Area Wage Survey Information is available from the Bureau of Labor Statistics.

- a. Bureau of Labor Statistics – Southwest Office  
EA&I, Room 221  
525 Griffin St.  
Dallas, TX 75202  
<http://www.bls.gov/ro6/home.htm>  
(214)767-6974

15. Information concerning requirements to be complied with on the Occupational Safety and Health Act of 1970 can be obtained from the Texas Department of State Health Services or the Occupational Safety and Health Administration (OSHA).

- a. Texas Department of State Health Services  
P.O. Box 149347  
Austin, Texas 78714-9347  
(512) 458-7111

U.S. Department of Labor  
Occupational Safety and Health Administration – Austin Office  
1033 La Posada Dr., Suite 375  
Austin, Texas 78752-3832  
(512) 374-0271

16. Information concerning environmental control requirements can be obtained from the Texas Commission on Environmental Quality (TCEQ) or the Environmental Protection Agency (EPA).

- a. TCEQ Region 11 - Austin  
2800 S IH 35, Suite 100  
Austin, TX 78704-5712  
<http://www.tceq.state.tx.us/>  
(512) 239-1000

EPA Region 6  
1445 Ross Ave., Suite 1200  
Dallas, Texas 75202  
<http://www.epa.gov/region6/>  
(214) 665-6444