



# SETTING UP A NEW BUSINESS

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## Certificate of Occupancy:

A Certificate of Occupancy is required for new businesses operating in Hurst. Application filing fee is \$50.00 and is obtained through the Building Inspection Department. After an approved inspection, a utility release is given to Oncor by this department. The customer is responsible for making application for service to the various utility companies. A new Certificate of Occupancy is also required when a business changes ownership, square footage or type of business previously approved. It is necessary to have all the information requested on the application before it can be processed.

## Registration of Business Name:

Northeast Tarrant County Clerks Office  
Northeast Tarrant County Court House  
Assumed Names Department  
645 Grapevine Hwy  
Hurst, Texas 76054  
(817) 581-3604

## State Tax Number:

Comptroller of Public Accounts  
North Office: 4040 Fossil Creek (Loop 820 @ Beach)  
817-847-6201

Mail Applications to: Comptroller of Public Accounts  
111 East 17th Street  
Austin, TX 78774-0100

## Signs:

An approved sign permit must be obtained prior to erecting any sign. An application and two sets of drawings must be submitted by contractor. A plan review fee is payable when the sign permit application is submitted and the permit fee is paid when sign permit is issued. The sign contractor must be registered as a contractor in the City of Hurst.

## Restaurants:

The Tarrant County Health Department must be contacted prior to opening, or obtaining a building permit to remodel or build new structure. Tarrant County Health Department approved plans must be submitted to the Building Inspection Department along with a building permit application. The Tarrant County Health Department is located at 1101 S Main Street in Fort Worth and can be reached by phone at (817) 321-4960.

In order to process an application for a Certificate of Occupancy for any restaurant, a seating layout is required with plans showing square footage of kitchen, bathroom, storage, etc. to allow proper classification.