

DOING BUSINESS IN THE HURST-EULESS BEDFORD AREA

Introduction

As a location for your new business home, Hurst, Euless and Bedford comprise one of the most dynamic areas in North Texas. Many economic development experts say that the three basic essentials for successfully positioning a business are always location, location and location. HEB's location – between Fort Worth and Dallas and minutes from DFW Airport - puts area businesses in the mainstream of Metroplex activity.

Although the area is typically referred to as HEB or Hurst-Euless-Bedford, each of the three cities is individually incorporated and operates as an autonomous municipality.

If you have an existing business and are relocating to the HEB area we encourage you to check out our list of useful contacts in this guide. It includes contacts at the city, county, state and federal levels.

If you are thinking about starting a new business and are a first time business owner, we encourage you to do your “homework” before you began. The HEB Chamber has a business resource center that is available to assist you. This center includes a reference library and there is also a list of chamber members who have volunteered their time to assist other chamber members.

Another excellent source of information and support is the Fort Worth Business Assistance Center. The center is located at 1150 South Freeway, Fort Worth, TX 76104. Their telephone number is 817-871-6025. This center is available to all area residents. It has an extensive business library and houses multiple business assistance agencies. They include SCORE, Tarrant County College Small Business Development Center, Women’s Business Center, the Fort Worth Economic Development Center and others. They also have numerous classes on going. We encourage you to check out this valuable resource.

Whether you are starting a home based business, service business or a retail outlet don’t forget to consult with your attorney, accountant and tax advisor and your insurance agent. If you don’t currently have one of these trusted advisors, consult the chamber directory for the names of our members offering these services. Getting the right advice before you began can help you to avoid unneeded and often costly missteps.

This publication is intended to provide basic information on registrations, licenses, permits and requirements in each of HEB's three cities as well as generic state and federal criteria. However, just as each city differs, so do specific business purposes and needs. Therefore, after you have used this publication as a guideline for obtaining general information, we recommend a personal visit to each City and/or the municipal offices of your choice. This will enable you to more effectively align your particular business needs with City requirements.

Getting Started Checklist:

- Even if you are going to be a home-based business and a sole proprietor, we recommend that you obtain an Employer’s Identification Number (EIN). This is like a Social Security Number (SSN) for your business. By having an EIN for your business, you will be able to use it instead for your own SSN. The easiest way to get an EIN is to go the IRS website www.irs.gov. On the first page of the site, there is a link to an online application (Form SS4) it will take you about five minutes to complete the application. When you are finished, you will be issued your EIN
- If your business will be operating under an assumed name - as a sole proprietorship or partnership - it's necessary to file that name with the Tarrant County Clerk. The filing fees are approximately \$15. If you are a corporation, a Limited Liability Company or a Limited Liability Partnership, you must also file your assumed name with the Texas Secretary of State. Your accountant or attorney can assist you

with this. As a sole proprietorship or partnership you file the form at the Northeast Tarrant County Sub Court House. They have the forms there.

Northeast Sub Court House
645 Grapevine Hwy.
Hurst, TX 76054
817-581-3604

Secretary of State
P.O. Box 13697
Austin, TX 78711
512-463-5701

- You, or an agent acting on your behalf, should contact the State of Texas Comptroller's Office in order to become familiar with State tax laws regarding your particular type business as well as applying for any necessary tax permits. If you are selling products or services subject to the Texas Sales Tax you will need to obtain a sales tax permit. You can obtain your permit online at www.window.state.tx.us/taxes/ or go to:

Comptroller's Department
4304B Airport Freeway
Fort Worth, Texas 76117
(817)831-4486 • 1-800-252-5555

- Contact the Texas Department of Commerce regarding any State licenses or permits that may be required in order to legally operate your particular type business.

Texas Department of Commerce
Office of Business Permitting Assistance
410 E. Fifth Street, Room 405
P.O. Box 12728
Austin, Texas 78711
(512)320-9528 • 1-800-888-0511

- If your business will be selling, transporting or storing alcoholic beverages or operating certain gaming facilities, you will need to contact the Liquor Control board regarding required licenses and permits.

Texas Alcoholic Beverages Commission
6800 Manhattan Boulevard, Suite 100
Fort Worth, Texas 76112
(817)451-9466

- If your business will be employing the services of other individuals, the Fair Labor Standards Act requires that records of employee wages, hours and other information be maintained. If your workers will be subject to minimum wage provisions, you must display posters - provided by the Department of Labor - where employees can easily see them.

Wage and Hours Division
U.S. Department of Labor
Federal Office Building
819TaylorStreet

Fort Worth, Texas 76102
(817)334-2678

- Contact the Bureau of Labor Statistics regarding laws relating to safety and your employees. Consult with your insurance agent concerning Workers Compensation coverage.

Texas Department of Labor and Standards
400 S. Collins, Suite 100
Arlington, Texas 76010
(817)261-3800

- Contact the Texas Department of Health and/or OSHA in order to inquire about any requirements your business must comply with under the Occupational Safety and Health Act of 1970.

Texas Department of Health
2561 Matlock Road
Arlington, Texas 76015
(817)460-3032

Compliance Officer, Occupational Safety and Health Administration
U.S. Department of Labor
Fort Worth and Dallas Area
1425 W. Pioneer, Suite 230
Irving, Texas 75060
(214)767-5347

- Contact the Texas Air Control Board and/or the EPA concerning any environmental control requirements, which may relate to your business.

Texas Air Control Board
6421 Camp Bowie Boulevard, Suite 312
Fort Worth, Texas 76116
(817)732-5531

Environmental Protection Agency
1445 Ross Avenue
Dallas, Texas 75202
(214)655-6444

- If your business will be importing and/or exporting goods, inquire about procedures and regulations.

U.S. Department of Commerce
Federal Building
1100 Commerce Street
Dallas, Texas 75242
(214)767-0546

- Businesses involved in the handling, processing, packaging and/or warehousing of foods are required to have Health Permits, which are issued by the Tarrant County Health Department. To request an application and/or inquire about regulations, contact:

The Tarrant County Health Department
Public Health Center
1800 University Drive, Room 112
Fort Worth, Texas 76107
(817)871-7510

OPERATING A BUSINESS IN HURST, EULESS OR BEDFORD

Each city has their own Zoning Laws, Certificate of Occupancy Requirements, Business Permits, Signage regulations and Taxes. Before you sign any leases or even began to operate a home-based business, we recommend you visit the applicable city offices to ensure you are in compliance with their rules for operating a business in their city. While there are a lot of similarities in their ordinances, permits and taxes it is important that you meet with the appropriate city officials first. Again, getting it right from the start may save you unnecessary expenses and even fines later on.

The City of Hurst
1505 Precinct Line Road
Hurst, Texas 76054
(817)281-6160

The City of Euless
201 N. Ector Drive
Euless, Texas 76039-3595
(817)267-4403

The City of Bedford
2000 Forest Ridge Drive
Bedford, Texas 7 6021
(817)952-2100

This publication is provided by the Hurst-Euless-Bedford Chamber of Commerce as an information source for businesses locating within the cities of Hurst, Euless or Bedford. Since laws and requirements are subject to change, the HEB Chamber of Commerce assumes no responsibility for information contained within this publication and suggests that any group or individual, considering a business venture in Hurst, Euless or Bedford, verify current laws and requirements with the business" respective City offices before engaging in operation.