

Guide to Opening a Business in Bryan

Basic Steps and Items to Consider:

1. Secure a copy of "Application for Employers Identification Number" (Form SS-4) from the Internal Revenue Service - 800.829.4933.
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 Brazos 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. Brazos County Clerk's Office – 979.361.4128.
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 Texas Secretary of State at 512.463.5770.
4. Owners and managers of new businesses in Bryan, 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. Texas State Comptroller's Office - 800.252.5555. Check with the State to determine if any statewide permits or licenses are required. Texas Department of Economic Development - 800.888.0511.
5. Information about licenses and fees pertaining to the sale, transportation or storage of alcoholic beverages can be obtained from the Liquor Control Board. Texas Alcoholic Beverage Commission – 512.451.0231.
6. Firms involved in the handling, processing, packaging and warehousing of foods must have Health Permits, which are issued for Bryan by the Brazos County Health Department. Brazos County Health Department – 979.361.4440.
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. Wage and Hour Division, U.S. Department of Labor – 512.916.5638.
8. Obtain information from the Texas Employment Commission regarding the collection of unemployment insurance, tax, and benefits to qualifying employees. Texas Workforce Commission, Workforce Solutions Brazos Valley – 979.595.2800.
9. Obtain information from Bureau of Labor Statistics on laws that relate to employers and safety. Texas Department of Licensing and Regulation - 512.463.6599 or 800.803.9202.
10. Obtain a Certificate of Occupancy. A Certificate of Occupancy "CO" is issued by the City of Bryan's Building Permits and Inspections Department located at 300 South Texas Avenue on

the first floor. A “CO” is issued for all new, remodeled or renovated construction and changes of ownership. This “CO” allows the property to be legally occupied for the approved use. The Chief Building Official must sign the “CO” before it is valid. City of Bryan Permits and Inspection Department - 979.209.5030.

11. Information concerning import and export procedures can be obtained from the International Trade Division of the Department of Commerce or the Research Valley Small Business Development Center (SBDC) – 979.260.5222.
12. Information about various management, procurement and loan programs to assist small businesses may be obtained by contacting the SBDC – 979.260.5222 .
13. Area Wage Survey Information is available from the Bureau of Labor Statistics.
14. Information concerning environmental control requirements can be obtained from the Texas Commission on Environmental Quality (TCEQ) or the Environmental Protection Agency (EPA). TCEQ - 512.239.1000 / Environmental Protection Agency - 214.665.6444.

Source: Small Business Administration, Small Business Development Center, City of Bryan Economic Development.

Bryan Small Business Resource

Research Valley Small Business Development Center

4001 E. 29th Street, Suite 175

Phone: (979) 260-5222

<https://www.brazosvalley.sbdcnetwork.net/images/brazosvalley/Texas%20Road%20Map.pdf>