

ARE YOU STARTING A NEW BUSINESS?

1. Check with the Planning Department, 1314 Avenue K, 1st Floor Annex of Citizens Tower, telephone number 806-775-2108. The property will need to be zoned appropriately for the proposed use and meet other requirements of the Zoning Code. If you plan on conducting the business from a residence, additional approval will be required from the Zoning Board of Adjustment. The staff at the Development Services Counter will have you meet with a Planner who will discuss the requirements with you. If you will be selling alcoholic beverages, additional forms will need to be completed.
2. Check with Building Safety, 1314 Avenue K, 1st Floor Annex of Citizens Tower, telephone number 806-775-2087, email address buildingsafety@mylubbock.us. A certificate of occupancy is required to occupy a commercial business. Occupancy classifications are based on the type of business that will be conducted. The staff at the Development Services Counter will assist to see if you will need a new certificate of occupancy based on your business classification.
3. Register the name of your business with the Assumed Name Division, Lubbock County Courthouse, 904 Broadway, 2nd Floor, Room 207, telephone number 806-775-1054. A filing fee is required (fee may vary).
4. Obtain a tax number from the State Comptroller's Office, 5012 50th Street, Suite #202, telephone number 806-783-0316.
5. Register your business with the Better Business Bureau, 3333 66th Street, telephone number 806-763-0459. This is not a requirement.
6. For information requirements and permitting for preparing or selling food from any source or venue, contact City of Lubbock Environmental Health Department, 1314 Avenue K, 4th Floor, telephone number 806-775-2828. Website: <https://ci.lubbock.tx.us/departments/environmental-health>
7. **If you will be selling alcoholic beverages**, contact the Texas Alcoholic Beverage Commission, 612 West Loop 289, telephone number 806-793-3221. Charges for this will be quoted from the state office.

GOOD LUCK WITH YOUR NEW BUSINESS!