SETTING UP
A NEW BUSINESS

Certificate of Occupancy:

A Certificate of Occupancy is required for new businesses operating in Hurst.   The application can be accessed online at www.hursttx.gov/css, and there is a $60.00 application fee. After an approved inspection, Hurst Building Inspections gives a utility release to Oncor. The customer is responsible for starting their services to the various utility companies. A new Certificate of Occupancy is also required when a business changes ownership, square footage or type of business. It is necessary to have all of 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
2108 E Randol Mill Rd, Suite 100
Arlington, TX 76011-8228
1-800-252-5555
www.window.state.tx.us

Signs:

An approved sign permit must be obtained prior to erecting any sign. An application with digital drawings must be submitted by contractor online at www.hursttx.gov/css. A plan review fee will be invoiced when the sign permit application is submitted, and the permit fee is paid when sign permit is issued.

Restaurants:

The Tarrant County Health Department must be contacted prior to opening, or obtaining a building permit to remodel or build a 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.