

# Starting a New Business

## General Information

1. Confirm with bank or credit union the proposed name of the business is acceptable.
2. File a Sole Proprietor or General Partnership Assumed Name (D.B.A.) Certificate with the County Clerk in the County(s) in which the business is located and/or will conduct business.  
\*Corporations (Inc.), LLC, Ltd, etc., are filed with the Secretary of State in Austin. These are no longer filed with the county. Contact the Secretary of State:
  - a. Address: 1019 Brazos, Austin, TX 78701
  - b. Phone number: (512) 463-5555
  - c. Website: [www.sos.state.tx.us](http://www.sos.state.tx.us).
3. Present the recorded Assumed Name (D.B.A.) Certificate to bank or credit union when opening a business account.
4. Regulatory Assistance Program concerning licenses or permits, contact the Texas Department of Commerce in Austin:
  - a. Phone number: (800) 888-0511
  - b. Website: [www.commerce.gov](http://www.commerce.gov)
5. To obtain a State Sales Tax ID# contact the State Comptroller:
  - a. Address: 10010 San Pedro, Suite 410A, San Antonio, TX 78216
    - i. Phone Number: (210) 342-2300
  - b. Address: 5710 W Hausman Road, Suite 105, San Antonio, TX 78249
    - i. Phone Number: (210) 257-4600
  - c. Website: [www.cpa.state.tx.us](http://www.cpa.state.tx.us)
6. A Federal Tax ID (Employer Identification Number or EIN) Number is available through the IRS:
  - a. Phone Number (800) 829-1040
  - b. Website: [www.irs.gov](http://www.irs.gov)
7. For an Employer's ID #, contact the Texas Employment Commission:
  - a. Phone Number (512) 463-2731
  - b. Website: [www.twc.state.tx.us](http://www.twc.state.tx.us)
8. To Order IRS Business Tax Kit and other publications:
  - a. Phone Number (800) 829-3676
  - b. Website: [www.irs.gov](http://www.irs.gov)

**Please Note:** The County Clerk's Office staff are not permitted to give legal advice. Consult with Legal Counsel, Certified Public Accountant, Bank, or Credit Union as to the proposed Business Name and how business will be conducted (Sole Proprietor, General Partnership, Inc., LLC, LTD, Non-Profit, etc.).

**Notice:** Failure to find a name in the Comal County Clerk's records does not necessarily mean that the name is available. The Comal County Clerk accepts no responsibility for search parameters chosen by the applicant or the accuracy or completeness of searches performed.

9. Business located in a city or its jurisdiction, contact the city for possible permit requirements:
  - a. -New Braunfels
    - i. 424 S. Castell Ave., New Braunfels, TX 78130
    - ii. Phone Number (830) 221-4000
    - iii. Website: [www.ci.new-braunfels.tx.us](http://www.ci.new-braunfels.tx.us)
  - b. Garden Ridge
    - i. 9400 Municipal Pkwy., Garden Ridge, TX 78266
    - ii. Phone Number (210) 651-6632
    - iii. Website: [www.ci.garden-ridge.tx.us](http://www.ci.garden-ridge.tx.us)
  - c. Bulverde
    - i. 30360 Cougar Bend, Bulverde, TX 78163
    - ii. Phone Number (830) 980-8832
    - iii. Website: [www.ci.bulverde.tx.us](http://www.ci.bulverde.tx.us)
10. Home based operations, contact Homeowners Association
11. Food related business contact Texas Department of State Health Services:
  - a. Phone Number: (512) 834-6727
  - b. Website: [www.dshs.state.tx.us](http://www.dshs.state.tx.us)
12. Texas Workers Compensation Texas Department of Insurance:
  - a. Phone Number (800)252-3439
  - b. Website: [www.tdi.texas.gov](http://www.tdi.texas.gov)
13. OSHA Safety Regulations:
  - a. Phone Number: (210) 472-5040
  - b. Website: [www.osha.gov](http://www.osha.gov)
14. Patents or Copyrights:
  - a. Commissioner of Patents and Trademarks
    - i. Office of the Commissioner for Patents (USPTO)  
Washington DC 20231
    - ii. Phone Number: (571) 272-8800
    - iii. Website: [www.uspto.gov](http://www.uspto.gov)
  - b. Copyright Office, LOM455
    - i. Library of Congress  
Copyright Office  
101 Independence Avenue, SE  
Washington, DE 20559-6000
    - ii. Phone Number (202) 707-3000 or (877) 476-0778 (toll free)
    - iii. Website: [www.loc.gov](http://www.loc.gov)  
<http://www.copyright.gov/>

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