

FORT  BEND

CHAMBER OF COMMERCE
CONVENTION AND VISITOR SERVICES

FORT BEND BUSINESS

Start-Up Guide

*The Advocate for Business Excellence
in Fort Bend County*

WELCOME TO THE NATION'S FASTEST GROWING COUNTY

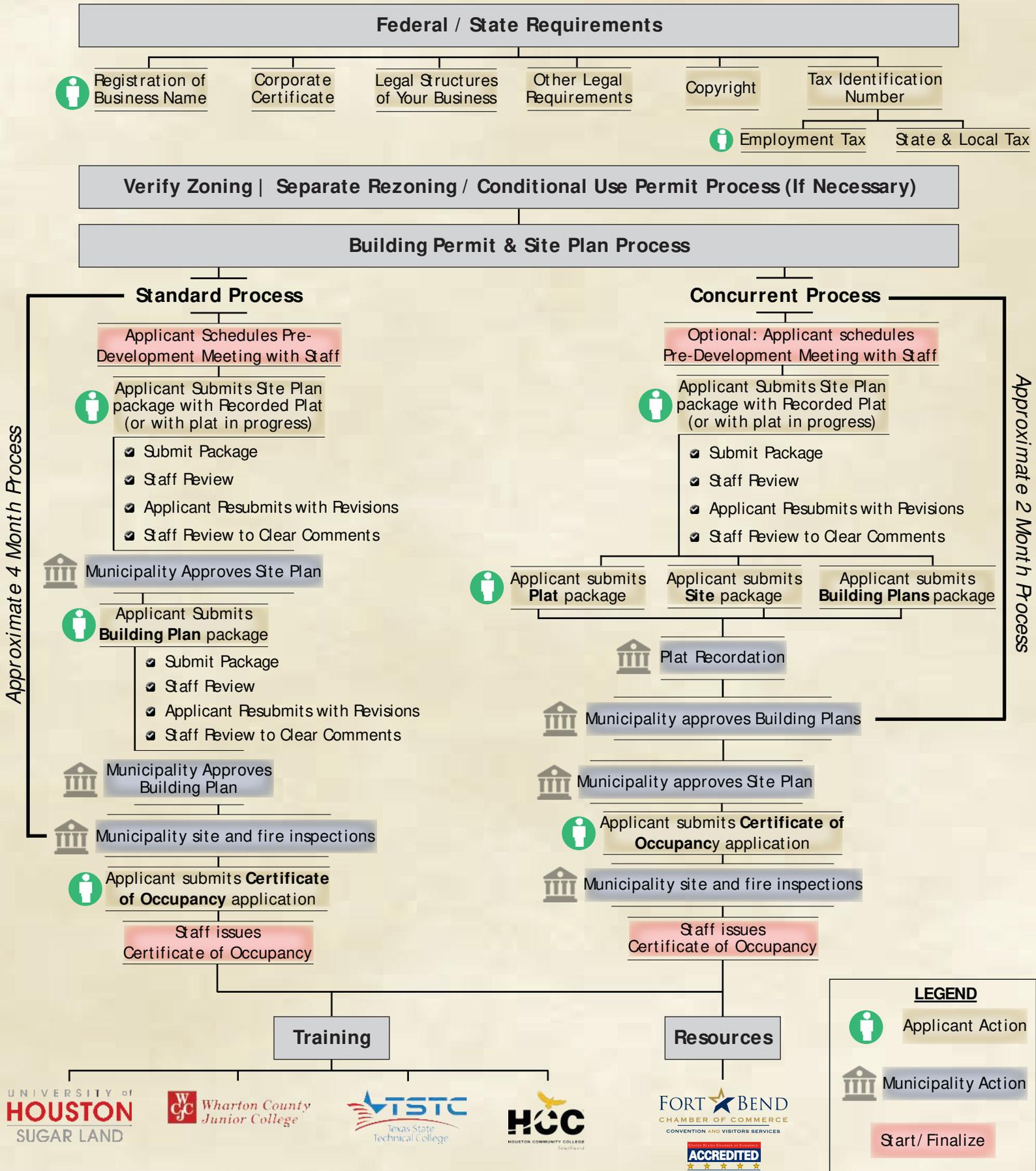
The Fort Bend Chamber of Commerce would like to welcome you to Fort Bend County and assist you in your quest to create a successful business. The Fort Bend Business Start-Up Guide is a resource for business and entrepreneurs of all types; whether you are looking at Fort Bend County as a possible location for your existing business or are thinking about starting a new business in Fort Bend, this guide can assist you in finding the proper resources. It contains information about contacting agencies, obtaining permits and licenses, and explains the different types of business structures that exist in Texas.

Fort Bend County has much to offer and is a prime location for your business. With a population of over 700,000, Fort Bend County is home to seventeen cities, small to large, each with its own unique flavor and outstanding characteristics. Fort Bend is the fastest growing county of the ten largest counties in Texas and is consistently ranked in the Top 3% of the Nation's counties in 5 key demographic measures. A recent study published by Rice University identifies Fort Bend County as the single most diverse county in the United States. Fort Bend is known for high academic standards and an incredibly skilled and educated workforce. Our business climate is flourishing and Fort Bend County is an ideal area for your business to grow.

We wish you much success and prosperity! Your Fort Bend Chamber Representatives stand ready to assist in any way we can.

BUSINESS START-UP PROCESS

* This is a standard process for a business start-up. Steps may differ based on the location of the business.



LEGAL ASPECTS OF STARTING A BUSINESS



Deciding what form of legal entity your business will take is an important decision. This will have an impact on the future of your business including your protection under law and the rules and regulations that will apply to your business. It is recommended that before you enter into any of these forms of business, a professional tax consultant, accountant and/or attorney should be consulted before determining which legal business structure is most appropriate for the requirements of the business and owner(s). After determining the most suitable legal structure, please contact the Secretary of State to complete the necessary registration requirements.

THERE ARE SIX BASIC BUSINESS STRUCTURES IN TEXAS:

- Sole Proprietorship
- General Partnership
- Limited Partnership
- Corporation (C or S)
- Limited Liability Company (LLC)
- Registered Limited Liability Partnership

Sole Proprietorship

A sole proprietorship exists when a single individual operates a business owning all assets, is personally liable for all debts and business ownership is limited to the life of the individual proprietor. It makes no legal distinction between personal and business debts and does not require a separate income tax return.

General Partnership

A general partnership exists when two or more individuals or businesses join to operate on business. Under the general partnership, a separate business entity exists, but creditors can still look to the partners' personal assets for satisfaction. General partners often share equally in assets and liabilities. It requires an annual partnership income tax return, separate from the partner's personal returns.

Limited Partnership

A limited partnership is a partnership formed by two or more individuals or entities and having one or more general partners and one or more limited partners have limited debt obligations.

Corporation

A corporation is created when two or more individuals, partnerships or owners join together to form a separate entity for the purpose of operating a business in Texas. A corporation has its own legal identity, separate from its owners. The corporation safeguards the business owners' personal assets. Taxation of the corporation varies depending on the type of corporation formed: C Corporation or S Corporation. A C Corporation is often taxed at a rate higher than an individual. The owners are not taxed personally for profits, however, the owners do pay personal taxes on any salaries and/or dividends and the corporation is also taxed on the dividends. An S Corporation may personally deduct losses the same as a partnership. It also offers alternative methods of distributing the business income to the owners with no added cost to the incorporation process.

Limited Liability Company (LLC)

The limited liability company (LLC) is an unincorporated business entity, which shares some of the aspects of S corporations and limited partnerships, yet has more flexibility than some of the more traditional business entities. The LLC provides owners with limited liability and pass-through tax advantages without the restrictions imposed on S corporations and limited partnerships.

Registered Limited Liability Partnership

A registered limited liability partnership is similar to a general partnership, but differs in that a partner is not individually liable, under some circumstances, for debts and obligations of the partnership arising from errors, omissions, negligence, incompetence or malfeasance committed in the course of partnership business by other partners.

STARTING A BUSINESS IN FORT BEND COUNTY

STEP 1

You must contact these agencies:

Fort Bend County Clerk

Permit: "DBA" or Assumed Name

An Assumed name, or DBA, is required to be filed in each county in which you do business. A DBA is a public notice – it does not permit others from using the same name.

301 Jackson Street
Richmond, TX 77476
281-341- 8685
cclerk@fortbendcountytexas.gov
www.fortbendcountytexas.gov

Texas State Comptroller

Permit: Texas Sales Tax Permit

Texas levies a 6.25% sales tax on tangible personal property, some types of labor and services. A sales tax permit and sales tax bond is required of all businesses selling, renting, leasing, or providing taxable items or services. Corporations are required to pay franchise taxes. Local taxing jurisdictions (cities, counties, special purpose districts and transit authorities) can also impose up to a 2% sales and use tax for a maximum combined rate of 8.25%. Also collected are taxes on amusement machines, motor fuels, minerals, vehicle tires & batteries and motor vehicles. Operating without a valid sales tax permit is a crime and is punishable for up to a \$500 fine for each day in operation without permit.

Texas Comptroller of Public Accounts
Lyndon B. Johnson State Office Building
111 East 17th Street
Austin, Texas 78774
1-800-252-5555
www.comptroller.texas.gov
www.comptroller.texas.gov/taxpermit

Field Offices in Houston:

Houston Northwest
1919 North Loop West, Ste. 510
Houston, Texas 77008-1354
713-426-8200

Houston Southwest
7011 Harwin Drive, Ste. 186
Houston, Texas 77036-2151
713-783-1665

Internal Revenue Service

Filing: Employer ID Number, Federal Tax ID Number
281-721-7021
www.irs.gov

Houston (Downtown)
1919 Smith Street
Houston, TX 77002

Houston (NW)
12941 I-45N
Houston, TX 77060

Houston (SE)
8876 I-45 S
Houston, TX 77017

Houston (SW)
8701 S. Gessner
Houston, TX 77074

STARTING A BUSINESS IN FORT BEND COUNTY

STEP 1
CONTINUED

File an Employer ID Number (EIN) Application Form if you pay wages to one or more employees. Sole proprietors with no employees may use their social security number. Corporations, partnerships or non-profit 501(c)(3) organizations must have EIN's – ask for Publication 583, Publication 1635 and the "Employer's Tax Guide."

Fort Bend County Appraisal District

Filing: Rendition of Business Personal Property

Owners of business personal property as of January 1st of each year must file a rendition, a listing of business personal property assets, between January 1st and April 15th of every year. Assets include inventory items, raw materials, leasehold improvements, machinery and other equipment, furniture and fixtures, computer equipment and vehicles used for business purposes. Property must be located in the taxing jurisdiction for more than a temporary period.

2801 B.F. Terry Blvd.
Rosenberg, TX 77471
281-344-8623
www.fbcad.org

If a business is operated in a home, review the deed restrictions and contact the homeowner's association. You can obtain a copy of your deed restrictions through the Fort Bend County Clerk at 281-341-8685.



Fort Bend County Courthouse

STARTING A BUSINESS IN FORT BEND COUNTY

STEP 2

Contact the number listed below for permit, license and regulatory information required by the city in which you plan to run your business.

CITY OF MEADOWS PLACE

One Troyan Drive
Meadows Place, TX 77477
281-983-2950
www.cityofmeadowsplace.org



*Alarm System, Application | Building Permits | Certificate of Compliance/Occupancy | Commercial Permits
Development Plat | Electrical Licenses | Food Dealer/Health Permits | Government Procurement
Permits & Code Enforcement | Planning & Zoning | Purchasing | Wastewater Capacity Reservation*

CITY OF MISSOURI CITY

1522 Texas Parkway
Missouri City, TX 77489
281-403-8500
www.missouricitytx.gov



*Building Permits | Certificate of Compliance/Occupancy | Commercial Permits | Development Plat
Electrical Permit | Food Dealer/Health Permits | Permits & Code Enforcement | Government Procurement
Planning & Zoning | Purchasing*

CITY OF RICHMOND

402 Morton Street
Richmond, TX 77469
281-342-5456
www.richmondtx.gov



*Alarm System, Application | Building Permits | Certificate of Compliance/Occupancy | Development Plat
Electrical Licenses | Food Dealer/Health Permits | Permits & Code Enforcement | Development Plat
Government Procurement | Planning & Zoning | Purchasing | Police Department Permits
Wastewater Capacity Reservation | Commercial Permits (281-232-6871)*

STARTING A BUSINESS IN FORT BEND COUNTY

STEP 2
CONTINUED

CITY OF ROSENBERG

2110 Fourth Street
Rosenberg, TX 77471
832-595-3300
www.rosenbergtx.gov



*Alarm System, Application (832-595-3500) | Building Permits | Certificate of Compliance/Occupancy
Commercial Permits | Food/Dealer Health Permits | Government Procurement | Permits & Code Enforcement
Planning | Purchasing | Wastewater Capacity Reservation | Police Department Permits (832-595-3700)*

CITY OF STAFFORD

2610 South Main
Stafford, TX 77477
281-261-3900
www.cityofstafford.com



*Alarm System, Application (281-261-3950) | Police Department Permits | Building Permits (281-261-3940)
Certificate of Compliance/Occupancy | Commercial Permits | Electrical Licenses | Food/Dealer Health Permits
Permits & Code Enforcement | Planning & Zoning | Development Plat | Government Procurement
Purchasing | Wastewater Capacity Reservation*

CITY OF SUGAR LAND

2700 Town Center Blvd.
Sugar Land, TX 77479
281-275-2700
www.sugarlandtx.gov



*Alarm System, Application | Building Permits | Certificate of Compliance/Occupancy | Commercial Permits
Electrical Licenses | Food/Dealer Health Permits | Government Procurement | Permits & Code Enforcement
Planning & Zoning | Development Plat | Purchasing | Police Department Permits
Wastewater Capacity Reservation*

STARTING A BUSINESS IN FORT BEND COUNTY

STEP 3

Other Resources

Texas Workforce Commission

www.twc.state.tx.us
Employers ID #
1-800-252-3642

Texas New Hire Program

www.twc.state.tx.us/businesses/new-hire-reporting
New Hire Reporting
512-463-2222

Texas Workers' Compensation Commission

www.tdi.state.tx.us/wc
Workers' Compensation General Information
512-676-6000 OR 1-800-578-4677

To report Unsafe Working Conditions or Create a Workers' Compensation Claim

1-800-252-7031

Equal Employment Opportunity Commission

www.eeoc.gov
Information regarding Title VII of the Civil Rights Act of 1964 and 1991, Americans with Disabilities Act, Equal Pay Act of 1963, Age Discrimination in Employment Act of 1967 and the Rehabilitation Act of 1973.

OSHA-U.S. Occupational Safety & Health Administration

www.osha.gov
Safety Regulations
281-286-0583 OR 1-800-321-6742

Immigration and Naturalization Service

www.uscis.gov
1-800-375-5283
Employee eligibility verification of those authorized to work in the U.S.

U.S. Department of Labor

www.dol.gov
1-866-487-2365
Information regarding minimum wage requirements, overtime, and child labor recording under the Fair Labor Standards Act

Secretary of State, State of Texas

www.sos.state.tx.us
512-463-5555
Texas trademark information

United States Patent and Trademark Office

www.uspto.gov
1-800-786-9199

Copyright Office, Library of Congress

www.copyright.gov
202-707-3000

STARTING A BUSINESS IN FORT BEND COUNTY

STEP 3
CONTINUED

Business Development & Training Agencies

University of Houston Small Business Development Center - Houston

www.sbdc.uh.edu

281-491-8086: Fort Bend Office

713-752-8444: Houston Office

2302 Fannin, Ste. 200

Houston, TX 77002

University of Houston campuses offer free business consulting and fee-based training seminars to help entrepreneurs start, manage and grow their companies.

University of Houston Fort Bend County

Small Business Development Center - Missouri City

www.fortbend.sbdcnetwork.net

281-499-9787

2440 Texas Parkway, Ste. 220

Missouri City, Texas 77489

University of Houston Fort Bend County

Small Business Development Center - Rosenberg

www.fortbend.sbdcnetwork.net

281-341-5027

117 Lane Drive, Ste. 31

Rosenberg, Texas 77471

University of Houston Fort Bend County

Small Business Development Center - Katy

www.fortbend.sbdcnetwork.net

281-717-1140

1773 Westborough, Ste. 226

Katy, Texas 77449

IRS Small Business Tax Workshops

www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/

Texas-Tax-Workshops-Meetings-and-Seminars

Offers free Small Business Tax Workshops weekly covering business tax returns, tax benefits, and obligations.

Houston Community College System - Small Business Resources

www.hccs.edu/continuing-education/

www.hccs.edu/district/departments/small-business-entrepreneurship

713-718-8267

3100 Main Street, Suite 12E14

Houston, TX 77002

Provides online workforce development and continuing education services for businesses and their employees.

Business Development & Training Agencies Continued

U.S. Small Business Administration Houston District Office

www.sba.gov/tx/houston

713-773-6500

8701 S. Gessner Dr., Ste. 1200

Houston, TX 77074

SBA helps Americans start and grow their small business through its main programs of counseling, contracting (doing business with the federal government), and access to capital.

- Free counseling and low-cost workshops are offered by SBA and its resource partners (SCORE, Small Business Development Centers, and the Women's Business Center).

- SBA lenders provide small businesses with an array of financing options from the smallest needs in micro-lending to substantial debt and equity investments.

- SBA with other federal agencies award 23 percent in prime contract dollars to small businesses. SBA contracting programs include 8(a) Business Development, HUBZone, Woman Owned Small Business (WOSB), Economically Disadvantaged Woman-Owned Small Business (EDWOSB), Small Disadvantaged Business, and Service-Disabled Veteran Owned Small Business.

SCORE - Service Corps of Retired Executives

www.houston.score.org

713-487-6565

8701 S. Gessner Dr., Ste. 1200

Houston, TX 77074

A resource partner of the U.S. Small Business Administration (SBA), the Houston Chapter has 130+ volunteer business people who share their expertise across 62 industries. Through free 1-on-1 business mentoring and no fee or low cost workshops, SCORE mentors provide the education and tools necessary to help small businesses succeed.

WBC - Womens Business Center

www.wbea-texas.org/womens-business-center

713-681-9232

9800 Northwest Freeway, Ste. 120

Houston, TX 77092

The Houston Women's Business Center (WBC) is committed to inspiring and empowering women who want to start or expand their business. The WBC provides support to entrepreneurs in education, scholarships, and matchmaking with corporate and government contracting offices.

COUNTY-WIDE ECONOMIC DEVELOPMENT PARTNERS



JACK BELT

*Executive Vice President
281-242-0000*

jbelt@fortbendcounty.org

**Greater Fort Bend
Economic Development Council**
One Fluor Daniel Dr.
Sugar Land, TX 77478
www.fortbendcounty.com



JOE ESCH

*Director, Economic Development
281-403-8695*

jesch@missouricitytx.gov

City of Missouri City
1522 Texas Parkway
Missouri City, TX 77459
www.missouricitytx.gov



ANGELA FRITZ

*Director, Economic Development
281-346-8874*

afritz@fulsheartexas.org

City of Fulshear
30603 FM 1093
Fulshear, TX 770441
www.fulsheartexas.gov



BOB GRAF

*Consultant
281-983-2931*

meadowsplaceedc@yahoo.com

City of Meadows Place
1 Trojan Dr.
Meadows Place, TX 77477
www.cityofmeadowsplace.org



LANCE LACOUR

*President/CEO
281-396-2200*

lancelacour@katyedc.org

Katy Economic Development Council
6301 S. Stadium Dr.
Katy, TX 77494
www.katyedc.org



Bret Gardella

*Director, Economic Development
832-595-3339*

bgardella@rosenbergtx.gov

City of Rosenberg
3825 Hwy. 36 S.
Rosenberg, TX 77471
www.rosenbergtx.gov



CAMERON GOODMAN

*Director, Economic Development
281-342-5456*

cgoodman@richmondtx.gov

City of Richmond
402 Morton St.
Richmond, TX 77469
www.richmondecodex.gov



ELIZABETH HUFF

*Director, Economic Development
281-275-2777*

ehuff@sugarlandtx.gov

City of Sugar Land
2700 Town Center Blvd.
Sugar Land, TX 77478
www.sugarlandecodev.com



PATTI WORFE

*Director, Economic Development
281-261-3907*

pworfe@staffordtx.gov

City of Stafford
2610 S. Main
Stafford, TX 77477
www.staffordtxedc.com

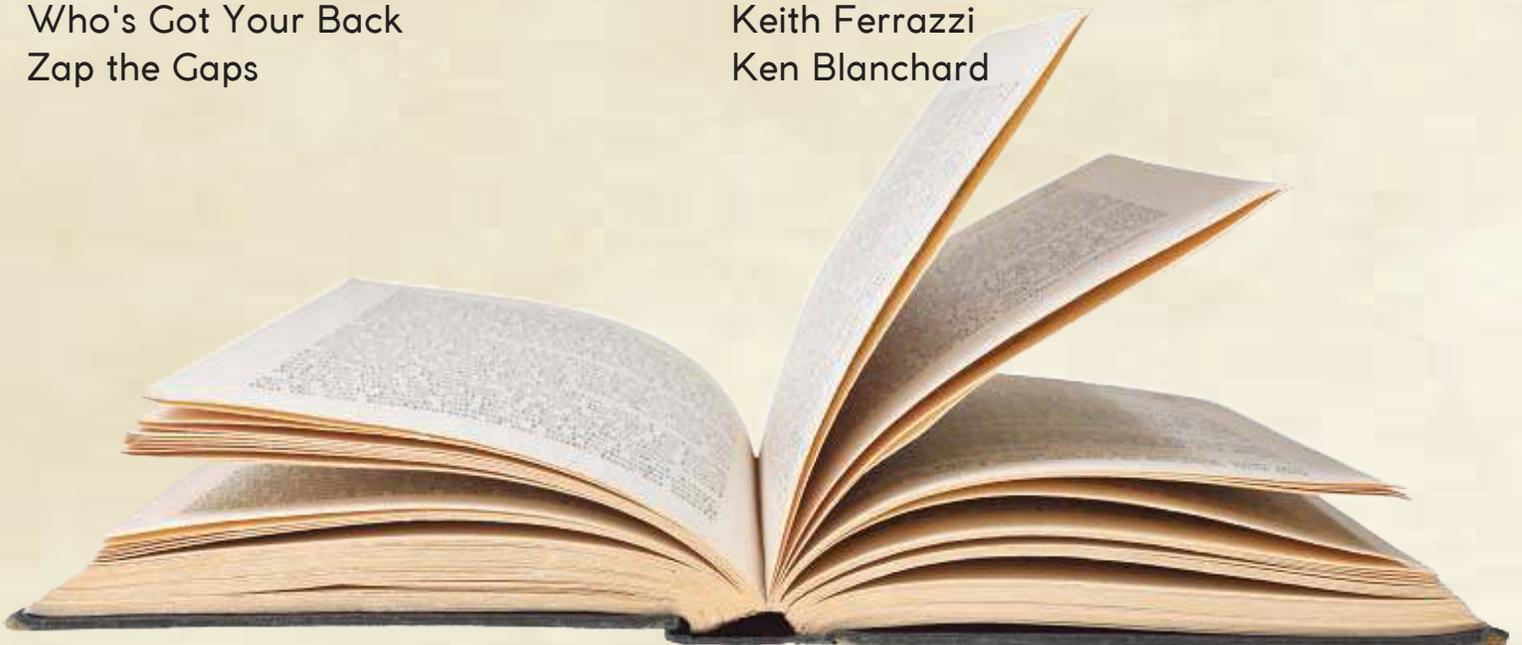
FORT BEND CHAMBER OF COMMERCE RECOMMENDED READING FOR SUCCESS

Book Titles

Authors

7 Habits of Highly Successful People
Awakening Your Inner Genius
Brief
Duct Tape Marketing
Extreme Ownership
Four Conversations
Four Disciplines of Execution
Give & Take
Good to Great
Great by Choice
How the Mighty Fall
It's Not About You
Never Eat Alone
Resolved: 13 Resolutions For Life
The Advantage
The Compound Effect
The Dip
The E Myth Revisited
The Five Most Important Questions
The Go-Giver
Touch Points
Tribes
Who's Got Your Back
Zap the Gaps

Stephen R. Covey
Sean Patrick
Joseph McCormack
John Jantsch
Jocko Willink & Leif Babin
Rod Brace
Chris McChesney, Sean Covey & Jim Huling
Adam Grant
Jim Collins
Jim Collins
Jim Collins
Bob Burg & John David Mann
Keith Ferrazzi
Orrin Woodward
Patrick Lencioni
Darren Hardy
Seth Godin
Michael E. Gerber
Peter F. Drucker
Bob Burg & John David Mann
Douglas Conant & Mette Norgaard
Seth Godin
Keith Ferrazzi
Ken Blanchard



WHAT IS THE FORT BEND CHAMBER?

At the Fort Bend Chamber of Commerce, we are proud to partner in the success of Fort Bend County ensuring that Fort Bend is the foremost location for economic development and business prosperity. In 2014, the United States Chamber of Commerce awarded the Fort Bend Chamber of Commerce with 5-Star Accreditation for its sound policies, effective organizational procedures, and positive impact on the community.

Here, you can meet premier business leaders in the County and have access to a multitude of opportunities to network, further your career, hear success stories, stay up to date on community and industry news and socialize. As the voice of business in Fort Bend County, the Chamber strives to understand the legislative issues important to our members.

For over 40 years, the Fort Bend Chamber has diligently fulfilled its mission as the advocate for business excellence in Fort Bend. We create, enhance and promote the thriving economic environment in which we work and live. Through available Divisions, we bring value to our members.

Graduates of our sought-after Fort Bend Leadership Forum program are serving in leadership positions throughout our community. Its sister program, the Leadership Excellence for Nonprofits builds organizational effectiveness within our philanthropic community. High school students have the unique opportunity to experience how volunteerism and philanthropy coexist to serve the community in our Youth in Philanthropy program. The Chamber Young Professionals Division ensures that the Chamber is delivering value to the future leaders of Fort Bend County.

Through the Fort Bend Convention & Visitors Services, we provide our visitors and new residents resources that highlight the great amenities and attractions in Fort Bend County. Under the Chamber's banner, the Farmers Market at Imperial operates year-round and is the largest certified farmers market in Texas. Not to be outdone, the Sugar Land Wine & Food Affair attracts thousands of wine and food aficionados to our area each year.

As a Fort Bend Chamber of Commerce member, this is just a snapshot of what you have access to, all right here in one of America's most dynamic and fastest growing counties, where success is just around the Bend.

M.A.I.N. BENEFITS OF JOINING FORT BEND CHAMBER

Marketing tools to highlight your company on a regional platform, deliver your message to customers and community stakeholders, and establish your brand presence in association with the Fort Bend Chamber of Commerce.

Advocate on behalf of Fort Bend businesses to create a catalyst for economic prosperity, tourism and community involvement.

Information to keep you in touch, informed, involved and an integral part of the Fort Bend community.

Networking to allow valuable connections be made and build collegial business relationships on the executive level.

FORT BEND CHAMBER BUSINESS DIRECTORY

The business cards below are Fort Bend Chamber of Commerce members that have agreed to provide an initial consultation meeting at no charge. Please use them as a resource to starting your business.

Michael J. Dobert, SPHR, SHRM-SCP
Principal/ Owner

Sugar Land, Texas
O: 281.494.2985
M: 281.889.9075
mdobert@hrinalignment.com
www.hrinalignment.com

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Pris M. Mouton, LUTCF
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Box 2354, Sugar Land, TX 77478

Tel: (713) 649-2242 Cell: (713) 825-8108
Fax: (713) 649-2490 Toll Free: 1 (866) 980-4600
moutonpris@aol.com www.moutoninsurance.com

ACCIDENT	BUSINESS	DISABILITY	GEN. LIAB.	KEYMAN	PRIME LIAB.	SEP	UNIV. LIFE
AFLAC	CANCER	401K/201K/401K	GOLF CARTS	LIFE	RY	SUPPL. INCOME	VAR. ANNUITY/LIFE
ANNUITIES	CLAIM ADJ.	EDUCATION	GROUPS	LONG TERM CARE	RK	SURETY BONDS	VISOR
ATV	COLLEGE	E & O	HEALTH	LEGAL SHIELD	RENTERS	TAX SGT. FREE	WHOLE LIFE
AUTO	COMMERCIAL	ESATE PLAN	HOME	MED. ADV/SUPPL.	RETIREMENT	TERM LIFE	WILL
BOAT	SEC. COMP.	F & EC	HSA	MOTORCYCLE	ROSH	TRUSTS	W/COR. ADJ.
BOYS/ELL	DENTAL	FLOOD	IRA - 529	PROPERTY	CHARITABLE GIVING	UMBRELLA	GUN LIAB.



M&D
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Attorneys At Law

Mitchell & Duff, LLC.
mitchellandduff.com

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Richmond, TX 77469
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ATTORNEYS AT LAW

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DEAN A. HRBACEK
ATTORNEY AND COUNSELOR AT LAW
MEDIATOR

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