

## CONTACT INFORMATION

### **Burnet Economic Development**

[www.cityofburnet.com](http://www.cityofburnet.com)  
(512) 715-3200  
[emilliorn@cityofburnet.com](mailto:emilliorn@cityofburnet.com)

### **Building Official / Community Development**

(512) 715-3215 or  
(512) 715-3211  
[mlewis@cityofburnet.com](mailto:mlewis@cityofburnet.com)

### **Burnet Fire Marshal's Office**

(512) 553-3492  
[jerskine@cityofburnet.com](mailto:jerskine@cityofburnet.com)

### **City of Burnet City Secretary**

(512) 715-3209  
[kdix@cityofburnet.com](mailto:kdix@cityofburnet.com)

### **City of Burnet Utility Department**

(512) 756-6093

### **Texas State Comptroller**

[www.window.state.tx.us](http://www.window.state.tx.us)  
(800) 252-5555  
[comptroller.help@cpa.state.tx.us](mailto:comptroller.help@cpa.state.tx.us)

### **Texas Secretary of State**

[www.sos.state.tx.us](http://www.sos.state.tx.us)  
(512) 463-5555

### **Texas Alcoholic Beverage Commission**

[www.tabc.state.tx.us](http://www.tabc.state.tx.us)  
(512) 206-3333  
[public.inquiry@tabc.state.tx.us](mailto:public.inquiry@tabc.state.tx.us)

### **Burnet County Clerk**

(512) 756-5406  
[www.burnetcountytexas.org](http://www.burnetcountytexas.org)

### **The Burnet Chamber of Commerce**

[www.burnetchamber.org](http://www.burnetchamber.org)  
(512) 756-4297  
[kim@burnetchamber.org](mailto:kim@burnetchamber.org)

# Solving Your New Business Puzzle



From the City of Burnet  
Department of Economic  
Development

An easy to follow guide to  
opening a new business in  
the City of Burnet, Texas.

## Congratulations

on your new business. This pamphlet is designed to guide you through the process of establishing a new business within the City of Burnet. By following this guide you will avoid making mistakes that could cost you money and prevent you from succeeding in your dream business. Included is a list of contacts (on the back) for the people or departments that can help you through the process. It is highly recommended that you seek their counsel before purchasing or leasing space for your business. You can also contact the Department of Economic Development at (512) 715-3200 for additional help.

## Planning and Zoning

BEFORE purchasing or leasing a location for your business you need to know if the location is properly zoned or otherwise eligible for the business you wish to operate. Contact the Building Official's office for a determination on the zoning and compatibility requirements of the property you are interested. Only certain areas of the city are zoned for Commercial or Industrial use and the property may need to be rezoned. In some cases, a location cannot be rezoned for certain uses and in others, the zoning can be correct but other compatibility factors may prevent its use for a particular business. The Building Official can direct you through the process of determining what is allowable for your business.

## Business C of O

A business space is required to have a Certificate of Occupancy before you can open for business. To obtain a Certificate of Occupancy you must contact the Building Official and Fire Marshal for an inspection of the building to insure that it is:

1. Zoned appropriately for the business
2. Compatible with other nearby businesses
3. Meets or exceeds fire and building codes for the occupancy classification of the proposed business.

This should be done **BEFORE** you commit to the purchase or lease of a specific location to be sure the property can be used for your specific type of business.

## Business Permits

The City of Burnet does not require a general business permit to operate a business in the city. However, your specific type of business may require other types of permits or licenses. The selling of alcoholic beverages requires both a state and a City of Burnet permit and special requirements will apply regarding permitted zoning and locations. Sign permits for your business are required as well. Contact the Building Official's office for information on allowable methods of sign construction and permits. If your business is in the Historic District special requirements may also apply.

## Utilities

Contact the Utility Department at the City of Burnet to determine the type of service you need, the documents you will need to establish service, and how much your deposit will be. The City provides water, wastewater, electric, garbage and recycling services. Solid waste and recycling services are provided by a third party but are billed by the City along with your other utilities. You will set up your regular solid waste and recycling services through the Utility Department, however, certain special services must be contracted for directly with the third party provider. The Utility Department can direct you to the proper person to set up these types of services.

## Alcohol Licenses

In order to sell alcoholic beverages, you will need to contact the Texas Alcoholic Beverage Commission to obtain a state permit (see contact information on back). You will also need a City permit. For a City permit contact the City Secretary to discuss when and how the permit is obtained. You may sell both off-premises and on-premises alcoholic beverages in Burnet, however, the sale of alcoholic beverages for on-premises consumption requires food sales of at least 50%. For more information on selling alcoholic

beverages for on-premises consumption, contact the City Secretary or the Department of Economic Development for a brochure. You can also download it from the City's website. Burnet is a "late hours" area which provides for the sale of alcoholic beverages after standard hours.

## Tax ID Numbers, Sales & Use Taxes

All retail businesses must have a Texas Sales Tax number. The State Comptroller can assist you in obtaining a sales tax number. The Texas Secretary of State can assist you with questions regarding the formation of your business and while it is not required, you may want to register your company name in the Burnet County Records. Contact the County Clerk's office to record your business name or go to the County website and click on "DBA/Assumed Names" on the County Clerk's home page.

## Hotel Occupancy Tax

All lodging establishments must collect and pay the hotel occupancy tax in accordance with City ordinances and state law. Contact the Economic Development Department to find out how to collect and report the HOT.

## Chamber of Commerce

The Chamber of Commerce offers assistance to businesses in the City of Burnet and surrounding areas. Feel free to contact them with any questions you may have regarding business or tourism in the city.