

Other Resources

Alcoholic Beverages

tabc.state.tx.us/ | 817-652-5912

The sale of alcoholic beverages is under the requisition of the state's Texas Alcoholic Beverage Commission (TABC).

Business Name/DBA (Doing Business As)

Denton County: dentoncounty.com

Dallas County: dallascounty.org

Contact the respective county clerk's office for an application to record an assumed business name.

Complete Texas Tax Registration

comptroller.texas.gov

Additional identification numbers, licenses, or permits may be required depending on the type of business.

Corporation..... sos.state.tx.us/

Corporate information must be filed with the Secretary of State's office.

Economic Development972-466-3299

For assistance identifying available real estate or for general questions about Carrollton's business environment.

Electrical Providers

powertochoose.org or saveonenergy.com

Electrical services in Carrollton are provided by third-party entities.

Employer Identification Number (EIN) irs.gov

All employers who have employees must be assigned an EIN from the United States Internal Revenue Service (Form SS-4).

Sale of Food.....972-466-3060

A health permit is required through the City's Environmental Services Department.

Waste Management Services

Search for local providers. The City does not provide trash or recycling collection services to commercial customers.

Water Services

cityofcarrollton.com/ucs | 972-466-3120

A contract for services and a deposit are required and must be arranged through the City's Utility Customer Services Division.

Utilities & Services

Alarm Permits972-466-3525

Fire Prevention 972-466-3210

Atmos Gas866-332-8667

CoServ (Denton County).....800-274-4014

Post Office.....800-275-8777



Building Inspection

1945 E. Jackson Road
Carrollton, Texas 75006

General Business Hours:

Monday–Thursday 7:30 a.m.–5:30 p.m.
Friday 7:30 a.m.–11:30 a.m.

Inspection Services Hours:

Monday–Thursday 7 a.m.–4:30 p.m.
Friday 7–11 a.m.
(no inspections Friday afternoon)

972-466-3225

Fax: 972-466-3220

24-Hour Inspection Request Hotline:

972-466-3370

To schedule an after-hour inspection,
call during business hours.

BldgInsp@cityofcarrollton.com

cityofcarrollton.com/buildinginspection

Opening A Business in Carrollton, TX



Need help? Contact a
small business specialist.

A Quick Guide to Opening a Business

Thank you for choosing the City of Carrollton as your business community.
Our Permit Resource Center is available to assist you in the process of opening a business.

ARE YOU...



Move-In Ready?

- Use is permitted
- Enough parking
- No building improvements

Step 1: Apply for Occupancy Permit

- Complete application form*
- Submit with \$100 fee

Step 2: Occupancy Inspection

Step 3: Certificate of Occupancy Issued



Needing Building Improvements?

- Use is permitted
- Enough parking
- Some building improvements

Step 1: Apply for Finish-Out Permit

- Complete application form*
- Submit with plan and \$125 fee

Step 2: Safety/Fire & Trade Inspections

Step 3: Certificate of Occupancy Issued



Needing a Zoning Change?

- Use requires change of zoning/special use permit
- May or may not have enough parking
- May or may not have enough landscaping
- May or may not require building improvements

Step 1: Apply for Zoning Change

- Complete application form*
- Submit with appropriate fee
 - SUP-restaurant: \$650
 - Planned development: \$1,000
 - All other SUP and zoning changes: \$500

Step 2: If approved, follow the steps under Move-In Ready or Needing Building Improvements

*Forms are available at City Hall (1945 E. Jackson Road) or online at cityofcarrollton.com/buildinginspection.