

# 7 STEP GUIDE

## to Starting a Business in Rio Grande City

Starting a new business is exciting and challenging. To better help you, we've outlined seven basic steps you need to follow. The Rio Grande City EDC is a non-profit corporation designed to foster economic and community development and is dedicated to help business do business. Don't hesitate to call us today!

### 1. **Construct a Business Plan**

Planning and preparation will help reduce the risks that are common to starting a new business. A business plan helps to evaluate your needs and also acts as a guide to map out the course of your business. For assistance with creating a successful business plan, contact the Small Business Development Center – UTRGV at (956) 665-7535.

### 2. **Check Zoning Restrictions**

Before establishing and finalizing any location plans or lease agreements, check with the City of Rio Grande City Planning Department to see if your location is zoned for your type of business and find out if any special permits are required. Call (956) 488-8728 or visit [www.cityofrgc.com](http://www.cityofrgc.com) for any specific zoning questions and applications.

### 3. **Establish a Business Structure**

Business structures affect your income taxes and level of personal liability. If your business will be established as a partnership, Corporation, S corporation, Limited Liability Company (LLC) or as a Non-Profit, you must register with Texas Secretary of State. For more information, please visit the Secretary of State's website [www.sos.state.tx.us](http://www.sos.state.tx.us) or call (512) 463-5555.

### 4. **Register a Fictitious Name**

If you give your business a name other than your own, you must file an Assumed Name Certificate with the Starr County Clerk. Visit [www.co.starr.tx.us](http://www.co.starr.tx.us) or call (956) 716-4800 for more information.

### 5. **Obtain Important Permits/Licenses**

To ensure that structures are safe for occupancy, building permits are required for all new construction as well as structural modifications and remodeling. Permits and licenses for other uses, such as signage, food vending, and serving liquor may be necessary. Please call the City of Rio Grande City Planning Department (956) 488-8728 to find out which permits are required for your business.

### 6. **Check Tax Information**

Various taxes may be levied on businesses, including employment and income taxes. For more information visit [www.irs.gov](http://www.irs.gov) or call 800.829.1040. Texas requires a Sales Tax Permit which new applicants can complete online. Visit <https://comptroller.texas.gov/taxes/permit> for more information.

### 7. **Obtain an Employer Identification Number (EIN)**

If you plan on employing anyone outside of your immediate family, you must obtain an Employer Identification Number (EIN). Hiring other employees requires responsibilities including paying additional taxes, creating employee eligibility standards, and obtaining workers compensation insurance. Employer ID numbers may be obtained by completing SS-4 forms provided by the IRS. Visit [www.irs.gov](http://www.irs.gov) to download forms or call 800.829.1040.