**City of Queen City, TX**

P.O. Box 601 Loop 236 | Queen City, TX 75572

P: 903-796-7986 | F: 1-855-330-1186

**Business Permit Requirements**

1. You must have a Texas Sales & Use Tax Permit issued with the address of your location before you can open your business for sales. (acquired online [www.window.state.tx.us/taxinfo/sales/](http://www.window.state.tx.us/taxinfo/sales/)) (Queen City address must be on permit)
2. Permits are: $25 per year *(Must be renewed yearly by Jan. 1)*
3. Completed application for Business Permit
4. Valid Texas Drivers License
5. Written consent and lease from property owner for whom which property you will be established, signed & dated.
6. If food, of any kind will be sold, a health inspection permit will be required.
7. All other permits required by the State of Texas for you to operate.
8. A poly cart trash contract with Sanitation Solution is required.
9. Proof of grease disposal.It is unlawful to discharge,fats, oil and grease into the sewer system. These substances often result in stoppages in manholes and sanitary sewer lines which may result in an overflow of sewage onto the ground and into ditches and waterways. Sanitary sewer overflows are unsightly and unsanitary and may result in fines to the city.
10. ***If your business changes names or location, you are required to obtain another Business permit.***

**City of Queen City, TX PERMIT NO.\_\_\_\_\_\_\_\_\_\_\_\_\_**

P.O. Box 601 Loop 236

Queen City, TX 75572 **ACCOUNT NO.\_\_\_\_\_\_\_\_\_\_\_\_**

P: 903-796-7986

F: 1-855-330-1186 **Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application for Business Permit**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Owner(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Business: Sole Proprietor\_\_\_\_\_\_\_ Corporation\_\_\_\_\_\_\_\_ Partnership\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_

Legal Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trade Name or DBA (doing business as) Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Texas Sales Tax ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Business:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\****If your business changes names or location, you are required to obtain another Business permit.\*\*\****

**For Office Use Only:**

|  |  |
| --- | --- |
| **Permit Fee: Type:** | **Approved By:** |
|  |  |

**This application must be accompanied with the applicable fee, valid ID & Texas Sales & Use Tax ID. All other permits required by the State of Texas to operate. Additional documentation may be required.**