

***Moving your business to Tyler? Feel free to print these handy references and checklist.***  
*compliments of azaleatrail.com (a project of Mona Lisa West Agency, Inc.)*

**1. File Assumed Name Certificate with Smith County** - Make sure you are registered in the county when moving a business from one county to another. Be prepared to provide the business name, mailing address, city, state, zip, expected period of operation, business type, and owner information.

**Smith County Clerk's Office • 200 E. Ferguson • 903-590-4670**

**2. Update tax permit information** - new business address and check NAICS codes

**State Comptroller Field Office for Tyler, Texas:**

- Field Office Taxpayer Services and Collections • 3800 Paluxy Drive, Suite 300 • Tyler, Texas 75703-1661 • (903)534-0333
- Audit Office • 3800 Paluxy Drive, Suite 300 • Tyler, Texas 75703-1661 • (903)534-0333

**OR go online** and visit our comptroller to get this done fast and easy **<http://www.window.state.tx.us>**

**3. Licenses, Permits or Registrations?**

Do you need an Occupational License change of address form? Visit <http://www.dir.state.tx.us/addresschange.html>

Industry specific permits needed?

- **Smith County Public Health District**
- **North East Texas Public Health District • 1517 West Front Street • 903-535-0030**
- **Texas Department of State Health Services • 1517 West Front Street • 903-595-3585**
- **City of Tyler Building Permits/Inspection • 423 W. Ferguson • 903-531-1151**
- **City of Tyler Planning & Zoning Dept. • 423 W. Ferguson • 903-531-1175**
- **City of Tyler Engineering Dept. • 423 W. Ferguson • 903-531-1201**
- **City of Tyler Water Connection • 511 W. Locust • 903-531-1231**
- **Texas Department of Transportation (TXDOT) • 1517 W. Front Street • 903-535-0800**

**4. Questions about taxes, commercial zoning, etc. . . ?**

**Smith County Appraisal District • 245 SSE Loop 323 Tyler, TX 75702 • (903)510-8600 • <http://www.smithcad.org>**

- Commercial Appraisal • (903)510-8600
- Public Inquiry • (903)510-8600
- Mapping and Records • (903)510-8604
- Geographic Information Systems • (903)510-8643
- Appraisal Review Board • (903)510-8609

**5. Social Security Issues or questions?**

**SOCIAL SECURITY field office for Tyler, Texas • 5509 S. Donnybrook Ave • Tyler, TX 75703 • (903)561-8632 • 1-800-772-1213**

**6. Employment Tax Questions? Need to post a job? Staffing needs?**

**Texas Workforce Commission -Tyler, Texas • 4100 Troup Hwy • Tyler, TX 75703-1927 • (903)561-8131 • [easttexasworkforce.org](http://easttexasworkforce.org)**

**7. Occupational Safety Questions? OSHA Regional Office**

**Dallas Area Office • 8344 East RL Thornton Freeway, Suite 420 • Dallas, Texas 75228 • (214)320-2400 • (214)320-2598 FAX**

**8. Need a new Federal or State labor law poster for the office?**

The following is a list of federal and state labor posters required to be posted at a place of business. Please contact the agency indicated to request copies for posting.

- \* "Federal Minimum Wage" and "Employee Polygraph Protection Act"  
U.S. Department of Labor, Wage and Hour Division 512/888-3520; 214/767-6294; 713/319-5500; 210/229-4515
- \* "Occupational Safety and Health Administration Notice"  
U.S. Department of Labor, Occupational Safety and Health Administration  
214/767-4731
- \* "Equal Employment Opportunity is the Law"  
U.S. Equal Employment Opportunity Commission  
214/655-3355; 713/209-3320; 210/229-4810
- \* "Texas Unemployment Compensation Act" and "Schedule of Paydays"  
Texas Workforce Commission  
512/463-2747
- \* "The Law in Texas" (Optional Poster)  
Texas Workforce Commission, Human Rights Division  
512/437-3450

