

All businesses in the City of Ennis require a valid Certificate of Occupancy Permit prior to occupying the business space or opening to the general public. This application is not transferable, so anytime the business owner, business name or business address changes, a new application will be needed.

For businesses that plan to install signage within Ennis' commercial historic district, they will need to obtain a Certificate of Appropriateness (COA). A COA is an approval issued by the Historic Preservation Officer (HPO) or by the Historic Landmark Commission (HLC). To apply for a COA, [click here](#).

TDLR - The state of Texas does not require a business or occupational license/permit. However, some businesses working in industries such as cosmetology, barbering, sanitation or towing may be subject to professional licensing requirements of state regulatory bodies. You can visit the [Texas Department of Licensing and Regulation](#) to learn if you need to take further action.

TABC - If you're serving alcohol, you'll need to contact the [Texas Alcoholic Beverage Commission \(TABC\)](#) to receive a [prequalification packet](#). The packet must be approved by the City of Ennis. In addition, the City of Ennis issues a separate [alcohol beverage license](#).

☐ Confirm Proposed Use is Allowed

- Contact the Planning and Development Department (972-875-6442) to determine if the business you would like to operate is compatible with the current zoning.

☐ Certificate of Occupancy

- Submit an application for Certificate of Occupancy [OpenGov](#) portal.
- Once you have submitted a Certificate of Occupancy Application it will go through several approval steps.
- The first step will be the intake review to make sure you have all the information requested on the application.
- The Planning and Development Department will contact you to conduct a building inspection and release the utilities. You will need to call the utility companies for service.
- The next steps will be Fire Marshal approval and Health Department approval (If you are selling food or preparing food).
- The Fire Marshal will contact you to set up an appointment for a Fire Inspection. All CO's require a Fire Inspection.
- If you are selling or preparing food, the Health Department will contact you to set up an inspection. You may be required to submit a separate permit to the Health Department for food establishments and/or food handling businesses.
- Once the inspections are complete and passed, then the application will move to the next step, which will be the fee payment. CO's are \$150 and can be paid online or in person at City Hall in the Utility Billing Department located at 107 N. Sherman St. Ennis, Tx. 75119.
- After payment has been made the application will be approved and the CO will be issued.
- Once you officially have a copy of your Certificate of Occupancy you may open for business.

OPENING A BUSINESS IN ENNIS

☐ **Building Permits**

- All repairs or remodels including moving walls, plumbing, electrical, or mechanical (HVAC) will require a building permit. Building permits may be applied for through the [OpenGov](#) portal.

☐ **Connecting to Utilities**

- Water & Sewer
 1. After the inspections have been done you may contact the Utility Billing Department to apply for water and sewer.
- Electricity
 1. Once the Planning and Development Department completes the Building Inspection you may call the Electric Company of your choice to apply for service.
 2. If you need gas service you will need to call Atmos.