Step 1: Getting Started

Prepare a Pre-Business Plan Summary

General overview of business idea:
- Target market, start-up costs
- Write out a business plan
- Revenue projections
- Location, Competition, Customer base served.

Begin preparing yourself:
- Fill out self-assessment

Visit one of the local business support centers:
- Small Business Administration (SBDC)
- UCCS School of Business
- SCORE

Step 2: Determine Business Organization (legal Structure)

Determine legal type of business:
- Sole Proprietor
- Limited Liability Company (LLC)
- S Corporation/C Corp

Select a name and register with the state:
For sole proprietors and general partnerships
https://www.sos.state.co.us/biz/FileDoc.do

Franchise Information and Support:
www.franchising.com/colorado_opportunities/

Step 3: Zoning and Planning

Both home-based and store-front businesses should research the necessary zoning permitting law. Contact the City’s Planning Department at 719-322-2000 or www.fountaincolorado.org to set up an appointment.

Step 4: Obtain Licenses and Register for Tax Information

For state tax information visit the Colorado Department of Revenue at 303-866-2400 or visit their website at www.colorado.gov/pacific/revenue/contact-us-23

For the types of businesses that need to obtain a license please visit the Department of Regulatory Agencies (DORA)* for more information.

P: 303-894-7855
W: www.colorado.gov

A business license is required to do business in the City of Fountain. The $50.00 application fee can be processed with the City Clerk.

Certificate of Occupancy

If needed can be obtained from the city’s planning department www.fountaincolorado.org

Food/Lodging Services (Hotel/Restaurant)

Your business may require a different set of licenses. Contact DORA at 800-866-7675 for more information. https://www.colorado.gov/dora

Step 5: Taxes

Based on the type of business (step 2) you may need an Employer ID Number.

Federal Taxes—Contact the IRS at www.irs.gov or 1-800-829-1040 for more information on

Step 6: Insurance and Bonding

Commercial Liability Insurance

Check with your homeowners and auto insurance company for rates or ask them for a recommendation.

Workers Comp. Insurance

Department of Labor and Employment 151 Arapahoe St., Tower 2, Suite 400, Denver, CO 80202

Be aware of Wage, Hour and Fair Labor Standards. https://www.colorado.gov/pacific/cdle/wagelaw

Be aware of Occupational Safety and Health Standards through OSHA. www.osha.gov/oshir/co.html
**Step 7: Develop and Protect your Idea**

Test your idea with potential customers and others who will offer constructive criticism. Adjust plans, as needed, based on feedback.

Meet with a business counselor to determine business protection.

Download the Small Business Resource Guide from the Fountain Valley Chamber of Commerce or a hard copy located at City Hall.

**Step 8: Funding Sources**

Personal savings; second mortgage on home; credit cards; friends and family; partnerships; SBA loans, and grants from non-profits.

Contact the SBDC or FVCC for additional business resources.

---

Stay in Contact with Business Resources available at

City Hall
116 South Main Street
Fountain, CO 80817