

Step-By-Step Guide

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>

Department of Agriculture

The state of Colorado requires some businesses to register with the Department of Agriculture. For more info visit www.colorado.gov/agmain

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

required forms or documents.

FEIN— Federal Employer ID Number: www.irs.gov or 1-800-829-4933.

State Taxes—For information about sales tax, contact the Department of Revenue at 303-866-2400 or www.colorado.gov

County and City Taxes — For information on City and County taxes, contact the City Clerk's office at 719-322-2000 or visit our website at www.fountaincolorado.org

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/oshdir/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

Our Partners



Pikes Peak Community College



Economic Development Commission

719-322-2056

econdev@fountaincolorado.org

Fountain Valley Chamber of Commerce

719-382-3190

info@fountainvalleychamber.com

Fountain Step by Step Guide to Business

*Our mission is to ensure
economic prosperity,
enhance the quality of life,
encourage public and private
partnerships,
and to improve the
the economic base of
Fountain Valley.*

