NEW BUSINESS ROADMAP

COLORADO SPRINGS

Congratulations! You're off on an amazing journey. While starting your own business can be notoriously complex, we hope this guide helps you navigate the process and access the resources available along the way.

For help beyond this list, organizations like the City Economic Development Department, the Colorado Springs Chamber & EDC, El Paso County, Downtown Partnership, MyBizColorado and Colorado Springs Utilities Economic Development can assist you in finding your way.

PLANNING

STEP ONE
Research & Business Plan

TASKS

- [ ] Create a Business Plan
- [ ] Create a Financial Plan
- [ ] Get Assistance
- [ ] Get Training

RESOURCES

SUGGESTED CONTRACTORS

- Accountant

HELPFUL RESOURCES

- Small Business Development Center (SBDC)
- SCORE
- Pikes Peak Library District (PPLD)
- Peak Startup
- Colorado Institute for Social Impact (CI4SI)

STEP TWO
Form Your Business

TASKS

- [ ] Choose Business Legal Structure
- [ ] Register Your Business Name & Employer ID Number
- [ ] Register State & Local Tax
- [ ] Determine Special License Needs

RESOURCES

KEY AGENCIES

- City Clerk
- City Sales Tax
- State Department of Revenue
- IRS

RECOMMENDED CONTRACTORS

- Accountant
- Attorney

LOCATION
3-5 MONTHS*

STEP THREE:
Choose Your Location

TASKS

- [ ] Explore Location Needs, Ideals & Opportunity
- [ ] Approve Zoning, Occupancy & ADA Compliance
- [ ] Pre-Application Meeting with City Planning

RESOURCES

KEY AGENCIES

- City Clerk
- Planning
- Regional Building Department (RBD)
- Colorado Springs Utilities (CSU)
- Fire Department
- Public Health

RECOMMENDED CONTRACTORS

- Commercial Realtor
- General Contractor

STEP FOUR:
Site Selection & Approval

TASKS

- [ ] Sign Your Contract or Lease
- [ ] Implement Zoning or Occupancy Changes if Needed
- [ ] Acquire Land Entitlement

RESOURCES

KEY AGENCIES

- Planning
- Regional Building Department (RBD)

RECOMMENDED CONTRACTORS

- Commercial Realtor
- General Contractor
- Architect

CONSTRUCTION
6-12 MONTHS*

STEP FIVE:
Construction & Permits

TASKS

- [ ] Code Study
- [ ] Apply Changes to Zone/Occupancy
- [ ] Develop, Design, Submit & Review Construction Plans
- [ ] Acquire Permits for Building & Construction

RESOURCES

KEY AGENCIES

- Planning
- Regional Building Department (RBD)
- Colorado Springs Utilities (CSU)
- Fire Department
- Public Health

RECOMMENDED CONTRACTORS

- Commercial Realtor
- Architect
- General Contractor

STEP SIX:
Inspections

TASKS

- [ ] Utility Inspection
- [ ] Fire Inspection
- [ ] Public Health Inspection
- [ ] Building Inspection
- [ ] Meet Final Verification Codes & Requirements
- [ ] Open for Business!

RESOURCES

KEY AGENCIES

- City Clerk
- Planning
- Regional Building Department (RBD)
- Colorado Springs Utilities (CSU)
- Fire Department
- Public Health

OPERATION

STEP SEVEN:
Operation

TASKS

- [ ] Understand employer responsibilities
- [ ] Understand insurance
- [ ] Understand incentive opportunities
- [ ] Understand resources available

RESOURCES

KEY AGENCIES

- Small Business Development Center (SBCD)
- Colorado Springs Chamber & EDC
- Colorado Springs Utilities Economic Development
- State Department of Labor

* Timelines are estimated and will vary by project.

Created in Partnership with:

COLORADO SPRINGS

Colorado Springs CHAMBER & EDC™

Colorado Springs Utilities
It's how we're all connected

DOWNTOWN COLORADO SPRINGS PARTNERSHIP

EL PASO COUNTY COLORADO

MyBizColorado
Start your new business