

NEW BUSINESS ROADMAP

COLORADO SPRINGS

Congratulations! You're off on an amazing journey. While starting your own business can be 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 Office of Economic Development, 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

LOCATION 3-5 MONTHS*

CONSTRUCTION 6-12 MONTHS*

OPERATION

	STEP ONE: research & business plan	STEP TWO: form your business	STEP THREE: choose your location	STEP FOUR: site selection & approval	STEP FIVE: construction & permits	STEP SIX: inspections	STEP SEVEN: operation
TASKS	<ul style="list-style-type: none"> Create a Business Plan Create a Financial Plan Get Assistance Get Training 	<ul style="list-style-type: none"> Choose Business Legal Structure Register Your Business Name & Employer ID Number Register State & Local Tax Determine Special License Needs 	<ul style="list-style-type: none"> Explore Location Needs, Ideals & Opportunity Consider Zoning, Occupancy & ADA Compliance Pre-Application Meeting with City Planning 	<ul style="list-style-type: none"> Sign Your Contract or Lease Implement Zoning or Occupancy Changes if Needed Acquire Land Entitlement 	<ul style="list-style-type: none"> Code Study Develop, Design, Submit & Review Construction Plans Acquire Permits for Building & Construction 	<ul style="list-style-type: none"> Utility Inspection Fire Inspection Public Health Inspection Building Inspection Meet Final Verification Codes & Requirements Open for Business! 	<ul style="list-style-type: none"> Understand employer responsibilities Understand insurance Understand incentive opportunities Understand resources available
RESOURCES	<p>SUGGESTED CONTRACTORS</p> <ul style="list-style-type: none"> Accountant <p>HELPFUL RESOURCES</p> <ul style="list-style-type: none"> Small Business Development Center (SBDC) SCORE Pikes Peak Library District (PPLD) National & Colorado Institute for Social Impact (NI4SI) 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> City Clerk City Sales Tax State Department of Revenue IRS MyBizColorado <p>RECOMMENDED CONTRACTORS</p> <ul style="list-style-type: none"> Accountant Attorney 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> City Clerk Planning Regional Building Department (RBD) Colorado Springs Utilities (CSU) Fire Marshal Public Health <p>RECOMMENDED CONTRACTORS</p> <ul style="list-style-type: none"> Commercial Realtor General Contractor 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> Planning Regional Building Department (RBD) <p>RECOMMENDED CONTRACTORS</p> <ul style="list-style-type: none"> Commercial Realtor General Contractor Architect 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> Planning Regional Building Department (RBD) Colorado Springs Utilities (CSU) Fire Marshal County Public Health <p>RECOMMENDED CONTRACTORS</p> <ul style="list-style-type: none"> Architect General Contractor 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> City Clerk Planning Regional Building Department (RBD) Colorado Springs Utilities (CSU) Fire Marshal County Public Health 	<p>KEY AGENCIES</p> <ul style="list-style-type: none"> Small Business Development Center (SBDC) Colorado Springs Chamber & EDC CSU Economic Development State Department of Labor City Economic Development

NEED HELP? Contact the City's Economic Development Division: Shawna.Lippert@ColoradoSprings.gov | (719) 385-6803

created in partnership with:

* Timelines are estimated and will vary by project.

