

# STARTING A BUSINESS CHECKLIST



## Evaluate and Develop Your Idea(s)

Doing some research now can save you time and money. Explore the realities as well as the possibilities. Visit [cfac.ca/resources/business](http://cfac.ca/resources/business) for helpful resources.



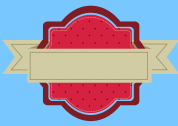
## Write Your Business Plan

Summarize and document your plan to create a road map. Keep it realistic and concise. Your business plan will help you explain to others what you are doing and how you will achieve your goals.



## Choose a Business Structure

Decide which business structure is most appropriate for you and your business. Choose between sole proprietorship, partnership, or incorporation. There are advantages and disadvantages to each - Make sure you do research.



## Decide on a Business Name

Is it catchy and easy to remember? Is there a domain name that matches? Ensure your name is available before making any marketing/advertising material. You can do a name search and register your business name at Service BC.



## Register Your Business

Every business must be registered and have a valid business license. This is done at City Hall.



## Obtain a Business Number and GST/HST if applicable

Contact the CRA to obtain a business number and applicable tax accounts.



## Finding a Location

Whether you own, rent, or propose to invest, zoning determines what you can use your property for. Things to consider: Is there enough parking? Can I afford rent even while setting up my business? Does this space allow me to grow?



## Explore Financing Options

At Community Futures we offer small business loans for those starting out or expanding. Visit [www.communityfutures.ca](http://www.communityfutures.ca)



## Permits & Licenses

Every business requires a business license. Depending on your business activities and location you may need additional permits or licences from the local, provincial and/or federal government. (ie: Building Permits, Boat Licence, Sign Permit, Health Inspection, etc) Check out which applies to your business at [www.bcbizpal.ca](http://www.bcbizpal.ca)



## Get the Word Out

Social Media business pages are a great way for customers to find you (ie. Facebook, Instagram, LinkedIn & Twitter). There are many resources to build a website, such as, GoDaddy, Wix, Word Press, etc. VistaPrint has many templates for business cards and other marketing material to help you stand out.