

Business Startup Resources



Resources



REGISTRATION & LICENSING

1. Registering your Business:

All business-related registration can be done on the Colorado Secretary of State's website. This includes: Sole Proprietorships; General Partnerships; LLC's; Corporations; Articles of Incorporation; Limited Partnership Agreements; and Articles of Organization (for LLC's). Click on "Businesses, Trademarks, Trade Names." Cost for registrations and renewals are online: www.sos.state.co.us.

2. Obtaining a Business License:

Colorado does not issue or require a generic general business license. Industry-specific licenses are issued by city and state agencies. Visit www.pikespeaksbdc.org, click on "Resources" then "Occupational License Database" link and search by industry.

3. State Sales Tax License Form:

Go to: www.colorado.gov/pacific/tax. Click on the "File" link under "Taxation Division." Choice for filing your tax per type of business is located on this page. You may also choose the "Pay," "Refund," "Manage My Tax Account" and view educational resources by clicking on the "Education and Legal Research" link. Local tax rates: Go to: <https://www.colorado.gov/revenueonline>. Click on "View Sales Rates and Taxes" then click on "View Local Sales Tax Rates."

4. Retail Sales Tax License:

For Colorado Springs Sales Tax Licenses, Forms, and additional information, visit www.coloradosprings.gov, click on "Business", then "Licenses & Applications." You may now apply for a sales tax license online. Call the sales tax dept at 719.385.5903 or visit 30 S. Nevada, Suite 203.

5. Patents, Copyrights, Trademarks, & Intellectual Property:

Learn more at www.uspto.gov

6. Building Permits:

For questions about required building permits, visit Pikes Peak Regional Building at www.pprbd.org or call 719.327.2880.

7. Federal Application for Employer Identification Number (FEIN or EIN):

Registration for an FEIN or EIN can be done for free on the IRS website; click on "I need to file for an EIN:" www.irs.gov. Under "Tools" click on "Apply for an Employer Identification Number (EIN) Online."

8. Health Department Permits:

If your business can or may affect the health of an individual or environment (examples include air quality, body art, childcare, food safety, wastewater, pools and spas, well water) you must contact the El Paso County Public Health department for permits. Visit www.elpasocountyhealth.org, click on "Permits, Licenses & Inspections" for more information.



BUSINESS PLANNING

1. Writing the Business Plan:

Check out the "Resources" tab on the Pikes Peak SBDC's website, for a business plan template and SBA's guide to writing a business plan. Additionally, a business plan workbook can be found by visiting www.pikespeaksbdc.org, click on "Training," "Handout Archive," then "A Step-by-Step Business Plan Workbook." The SBA's website provides easy and informative guides. Click on "Starting & Managing" and go to "Create Your Business Plan." You'll find a step-by-step guide in the right-hand panel, as well as articles on the left-hand side about each aspect of an effective business plan: www.sba.gov

2. Small Business Templates:

For cash flow projection, sales & financial forecasting, etc. go to the Pikes Peak SBDC website and click on "Resources" then "Business Planning" www.pikespeaksbdc.org

3. Market Research:

Pikes Peak Library District, one of the best libraries districts in the nation, has an abundance of useful resources and databases, all for free! Visit www.ppld.org or contact Terry Zarsky, Business Services Librarian, at 719.531.6333 ext. 2308 or tzarsky@ppld.org

Business Startup Resources



FINANCING

1. Micro Loan Programs:

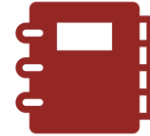
There are a number of micro loan programs or “non-traditional bank funding.” Visit www.sba.gov/content/microloan-program for SBA micro loan programs. Other loan programs can be found by visiting www.pikespeaksbdc.org, click on “Training,” then “Handout Archive,” “Microlenders.”

2. Grant Information:

There are **no grants** to start or run small businesses. Grants are available for research/scientific endeavors-only through the Small Business Innovation Research (SBIR) program: www.sbir.gov. Visit the SBA website and click on the “Loans & Grants” tab: www.sba.gov. For nonprofit organizations, educational institutions, and government agencies, visit Grant Station for a database of private grant makers: www.GrantStation.com or visit the El Pomar Non Profit Resource Center Librarian for grant assistance at the Pikes Peak Library District – 719.531.6333 Ext.2335.

3. Opening a Business Checking Account:

Required documents- FEIN/EIN number; business licenses (per city/state requirements); Certificate of Good Standing (found on Colorado Secretary of State Website; click on “Businesses, Trademarks, Trade Names,” document found under “Services” www.sos.state.co.us . Visit your local bank’s Small Business Banker for more information.



OTHER RESOURCES

1. Colorado Business Resource Guide:

A highly successful comprehensive start-up guide produced by collaboration between the private sector, federal and state business assistance agencies. Visit the Colorado SBDC website and click on the “Resources” link: www.coloradosbdc.org. You will find a number of resources here to help you start your business.

2. Minority and woman owned business:

Visit the Minority Business Office website by going to www.advancecolorado.org, click on “Business in Colorado,” then “Minority Owned Businesses”

3. Colorado Business Express:

The State of Colorado website contains a step-by-step guide to beginning your business. Go to www.colorado.gov/cbe. This website has a number of links to help you establish your business entity to registration and licensing.

4. Fraud Prevention:

The Federal Trade Commission’s (FTC) Bureau of Consumer Protection (BCP) offers great resources to protect your business. Visit the FTC’s website and click on the “Consumer Protection” tab: www.ftc.gov/bcp



Call the SBDC SMALL BUSINESS NAVIGATOR for startup assistance! (303) 592-5920

The Small Business Navigator is the first point of contact for new and existing business owners with questions about federal, state and local licensing requirements. The Navigator also provides referrals to a variety of state and federal assistance programs and local small business training. In addition, the Navigator maintains a comprehensive database of federal, state and local regulatory and permitting requirements.



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