



BUSINESS START UP KIT

BUSINESS ENTREPRENEUR ASSISTANCE TEAM

BROUGHT TO YOU BY:

**CITY OF JACKSON DEPARTMENT OF PLANNING & DEVELOPMENT
BUSINESS ENTREPRENEUR ASSISTANCE TEAM**

PLANNING A BUSINESS

Are you ready to open a business?

Before you sign a lease or purchase a property, please familiarize yourself with:

- Business planning
- Zoning
- Construction
- Permitting
- Financial requirements

Identify the market



Market research will tell you if your business idea has the potential to turn into a successful business.

Write a business plan



This is the road map for structuring, running, and growing your business. This is also the key document for raising capital.

Find your capital



Secure funding by connecting with a community bank, a micro-lender, or identifying private investors.



MS Small Business Development Center offers workshops, online resources, videos, and in person business counseling to existing businesses and start-ups. www.mssbdc.org

CHOOSING A LOCATION

Best practices for securing a location:

- Find a location that is zoned for your business**
 - Verify the zoning requirements with the zoning desk prior to leasing or purchasing.
- Find out if your business will require a Zoning Action**
 - Zoning Actions include Use Permits, Special Exceptions, Rezoning, and Variances. This is a legal procedure that takes 3-4 months on average to complete.
- Find out if your business will require Site Plan Review**
 - Certain businesses and locations are required to complete site plan review. Find out by contacting the zoning desk.
- Identify code compliance issues**

It is important to understand any improvements that will be required by building code. Locations that meet any of the following descriptions will be required to have a code of compliance inspection.

 - Additions and remodels
 - Changes in use (if prior use is different than proposed)
 - Property has been vacant per city records for 6 months or longer
- Courtesy walk-through**
 - An inspector can be requested for a walk-through at a potential location to identify what type of improvements may be required for the Code of Compliance inspection prior to the business formally applying.

2ND
FLOOR

3RD
FLOOR

COMMON CHALLENGES

01. Zoning Requirements

Business owners often sign a lease or make a purchase prior to confirming that the property is zoned correctly for their proposed business.

Zoning information can be requested in person, by phone, or via email at no cost. A standard zoning verification letter can be prepared for \$25.

02. Zoning Delay

Choosing a location that requires a zoning action can cause 3-4 months delay.

If possible, choose a location that does not require a zoning action. If a use permit or zoning action is necessary, plan ahead for 3-4 months processing time, and the possibility that the request may be denied.

03. Code Compliance

Many businesses have already signed the lease when they become aware of significant and costly code compliance issues. Finding out prior to entering an agreement on a specific location can save both time and money.

Each business has different types of codes that are applicable. You can request a Code of Compliance or courtesy walk-through prior to signing your lease. Some codes are easy to comply with, others are costly and can be time restrictive.

04. Hidden Fees

New business owners often underestimate the amount of time and money it takes to open a business.

Let our BEAT program help you identify the city related fees and processes that will be required for your business before you start. Contact BEAT at 601-960-1638 or visit Signs & Licenses in person on the 1st Floor.

APPLICATIONS & FEES

When you are ready to apply for a business license a BEAT member will walk you through the Hood building and explain where to file applications and pay fees.

- Application for Business License**
 - Fee: Determined by type of business
- Application for Sign Permit**
 - Fee: \$20 Filing Fee, \$30-300 depending on size and type
- Application for Transient Vendor License**
 - Fee: \$250 plus bond

1ST FLOOR: SIGNS & LICENSES

- Application for Site Plan Review**
 - Fee: \$301 plus \$3 per each acre
- Application for Zoning Action**
 - Rezoning/Use Permit Fee: \$501 plus \$30 for each additional acre
 - Special Exception/Variance Fee: \$301 plus \$100 for each additional
- Application for Home Occupation Permit**
 - Fee: \$36

2ND FLOOR: ZONING

- Application for Code of Compliance**
 - Fee: \$75
- Application for Building Permit**
 - Fee: Based on value of work
- Application for Electrical, Gas, Plumbing, or Mechanical Permit**
 - Fee: Based on value of work
- Application for Fire Inspection**
 - Fee: \$25 plus additional fees for sprinkler, alarm, or other test

3RD FLOOR: CODE SERVICES

*Business check, cash, & money orders are accepted, no personal checks will be accepted.

PLANNING YOUR PROJECT

The Business Entrepreneur Assistance Team has created a step-by-step checklist that provides the basic steps you should follow to start a business and receive your license.

START HERE

1 RESEARCH & PLAN



A successfully developed project or business venture requires planning and research. Before you purchase property or sign a lease agreement make sure you have a market for what you are doing, your potential sites are zoned appropriately, and that you have capital.

2 SEEK ASSISTANCE



The Business Entrepreneur Assistance Team (BEAT) is here to help you with any questions you may have about starting a business. Please feel free to contact us at any point in your planning process.
(601) 960-1638

4 CHOOSE A LOCATION



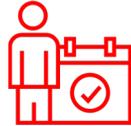
Finding the right location for your business is important for a variety of reasons. Conduct some research to determine the best location for your needs and compliance with the zoning laws.

3 ACQUIRE FUNDS



It costs money to start a business. Your business plan will help you identify how much money you will need to get the doors open. If you do not already have that capital on hand, you will need to either raise or borrow it.

5 READY TO APPLY



Stop by the 1st Floor and a BEAT member will be assigned to walk you through the multiple levels of our building to get the approvals needed to have your business license issued.

Location: 200 S. President St.

6 VISIT SIGNS & LICENSES



Complete required applications for a business license and get an estimation of what the license fee will be for your type of business.

Location: 1st Floor

8 VISIT CODE SERVICES



Code Services may be able to refer you immediately for a fire inspection, or may require you to complete a Code of Compliance process based on the history of the location.

Location: 3rd floor

7 VISIT ZONING



Zoning will sign-off when a business has completed all required land use processes. This can range from no additional applications to zoning actions, historic preservation, and site plan review.

Location: 2nd floor

9 COMPLETE FIRE INSPECTION



Once you have completed your paper work Code Services will send your application to the Fire Marshall. The Fire Marshall will contact you within 1-2 days to schedule the inspection.

10 OBTAIN BUSINESS LICENSE



When you have received your fire inspection report, return the Business License Application with completed signatures and a copy of your lease to the Signs & License Office to receive your business license.

Location: 1st floor



SUCCESS!

NEXT STEPS

NEXT STEPS

ABOUT BEAT

The Business Entrepreneur Assistance Team (BEAT) serves as a personalized assistance program to help individuals obtain their business license from start to finish.

The process for opening a business includes visits to multiple floors of the Hood Building and multiple applications. To make this process easier, BEAT team members are available to personally walk you through the process step by step.

No appointments needed. Visit Signs & Licenses on the 1st Floor to begin.

CONTACTS

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