

# 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



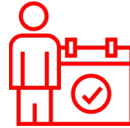
Finding the right location for your business is important for a variety of reasons. Conduct some research to determine the best location for your needs and compliance with the zoning laws.

## 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!