



Business Start-Up Guide

brought to you by the Box Elder Chamber of Commerce

Put Your Passion Into Action

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- **Congratulations!** You have a brilliant business idea and have decided to do business in Box Elder County!

Develop A Plan

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- **Business Plan:** Create a plan to determine your concept's viability (see sample business plan and/or talk to Small Business Development Center, Bridgerland Technology Entrepreneurial Center, or Service Corps of Retired Executives).
 - SBDC - utahsbdc.org/locations/logan/
 - BTech Entrepreneurial Center - btech.edu/bec/
 - SCORE - score.org/utah
- **Community Demographics and Data:** Study the Department of Workforce Services Economic Data and Demographics Page and understand how this information might affect your business.
(jobs.utah.gov/wi/data/employer/index.html)
- **Consult and Seek an Accountant:** regarding business viability and your entity type - (KKC, S-Corp, B-Corp, Sole Proprietor).
 - EIN Number - irs.gov/businesses
 - Name and State of Utah Registration - corporations.utah.gov
- **Secure Financing:** (see SCORE, SBDC, SBA).
- **Analyze and Prepare:** a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis.

Tackle The Basics

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- **Bank Account:** Open a separate business bank account (a business license and tax ID will be needed).
- **Establish the Following:** A business Email and Internet domain name.

Find A Location

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- **Consult with A Commercial:** Real Estate Broker for a potential location for your business.
- **Utilize the Business Directory at www.boxelderchamber.com:** It will help you find a qualified broker.
- **Very Important:** Before you sign a lease, call the local Community Development Department where the building is to find out if the zoning for the property allows for your planned use or if it requires a Use Permit.

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Check with City/County for Business License Information

- **Make sure you have** the necessary licenses and permits in place.
 - Brigham City - bcutah.org/business-licensing.htm
 - Tremonton City - tremontoncity.org
 - Box Elder County - boxeldercounty.org/clerk/page/business-licenses-department

Get Insured

- **Secure an Insurance Agent/Broker:** to obtain appropriate business insurance such as worker's compensation, unemployment, and disability insurance (if you plan to have employees and if applicable).

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Create A Website & Marketing Plan

- **Website Presence:** is critical for business. Google is looking for you and a social media presence is not enough.
- **Brand Recognition:** and messaging is essential for business. Create a marketing plan that gets results.
- Contact the Box Elder Chamber of Commerce who can refer credible experts to assist with your website and marketing needs.

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Join The Chamber

- **Business Plan:** Opening a new business can be exciting and overwhelming.
- **Join the Box Elder Chamber of Commerce** to meet a network of local business professionals who have gone through the start-up process and can offer support.
- **The Chamber** offers networking exposure, advocacy, and credibility. Call the Chamber today 435-723-3931 or visit boxelderchamber.com to learn more about the valuable benefits of membership.
- **Schedule a Ribbon Cutting!**

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Open Your Doors for Business

- **It's Time to Celebrate!**
- **Open Your Doors.** Customers are Waiting.

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Get Involved

- **Once you have settled in,** get involved by participating on one of the Chamber's Committees. They have
 - Ambassadors, Events and Fundraising Committee, Government Affairs Committee, Members Needs Committee, Peach Days, and more.
- **Visit www.boxelderchamber.com or at the Chamber office at 6 North Main Street or call 435-723-3931 to learn more.**

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