

## Starting a Business Checklist

### 1. Find a Good Business Idea

A good business idea isn't just one that turns a profit; it needs to be a good fit for you personally, for your target market, and for your location.

- Identify your strengths and select a business idea that caters to those skills
- Define what success looks like for you
- Research: *"What businesses are popular today?"*

### 2. Do Market Research

Gather information about your potential customers, your competition and the environment. Talk to the Economic Development Officer and use the Business Intelligence Tool at [www.blackfalds.com/business/new-businesses](http://www.blackfalds.com/business/new-businesses) as a resource for your research.

### 3. Put Together a Business Plan

Most banks and investors consider a business plan a key requirement; it maps out how you will achieve success. A number of regional business organizations including the Business Link and Community Futures offer assistance with business plans. See [www.blackfalds.com/business/business-links](http://www.blackfalds.com/business/business-links) for all business resources.

### 4. Attain Required Capital Funding

Prior to start-up and incurring the related expenses, ensure that you have sufficient venture capital. Research opportunities for grant funding and recruit the assistance of a lawyer to ensure that any such agreements are executed appropriately.



### 5. Have Your Business Name Registered

You may wish to obtain legal counsel to help you decide whether it is in your best interest to register as a trade name, a partnership, or a limited corporation. When this decision has been made, you can then locate a nearby corporate registry through Service Alberta [www.servicealberta.gov.ab.ca/719.cfm](http://www.servicealberta.gov.ab.ca/719.cfm).

### 6. Get Provincial / Federal Permits and Licenses

Visit Service Alberta:

<https://www.alberta.ca/get-a-business-licence.asp> to find out if your business requires any specific types of permits or licenses.

### 7. Contact the Town of Blackfalds

The Planning Dept. will help you with local permits and business licenses and ensure your chosen location complies with the Land Use Bylaw. Call 403.885.9679.



### 8. Contact the Canada Revenue Agency

Get information on corporate income tax and Good and Services Tax (GST) and set up an employer's account for Employment Insurance, Canada Pension Plan deductions, and Federal Income Tax deductions. See [www.cra-arc.gc.ca/bsnsss/menu-eng.html](http://www.cra-arc.gc.ca/bsnsss/menu-eng.html).

### 9. Register with the Worker's Compensation Board

Call 1.866.922.9221 or visit [www.wcb.ab.ca/](http://www.wcb.ab.ca/).

### 10. Register for Alberta Health Insurance Plan

This is only required if you have five or more employees and can be done at a local Alberta Registries Office.

### 11. Contact Alberta Labour

The Employment Standards Branch will provide you with copies of relevant labour regulations, so that you can ensure your compliance.



## 12. Explore Provincial & Federal Sources for Funding for Hiring / Training Employees

- See Employment and Social Development Canada's federal funding programs [www.work.alberta.ca/employment-standards/1699.html](http://www.work.alberta.ca/employment-standards/1699.html)
- See [www.alberta.ca/employer-supports.aspx](http://www.alberta.ca/employer-supports.aspx) for available provincial grants.

## 13. Call the Johnstone Crossing Health Centre

Phone 403.356.6300 to determine if your business may be impacted by any health legislation.

## 14. Contact Alberta Environment & Parks

Phone 1. 877. 944.0313 to find out if your business may be affected by any health concern or environmental legislation.

## 15. Acquire Required Insurance, Leases, and other Operating Needs

Insurance agents, business consultants, and lawyers may help you to determine if there is anything else you need to do specific to your business.

Speaking with the owners of similar businesses in the area may also provide you with beneficial information.

See [www.blackfalds.com/business/business-links](http://www.blackfalds.com/business/business-links) for additional resources.



*For more information and assistance on starting your business in Blackfalds contact*

**Economic Development**

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