

# STEP-BY-STEP GUIDE TO STARTING A BUSINESS



## STEP 1: COMPLETE A BUSINESS PLAN

Need help? Go online to Community Futures at [cfhighwood.net](http://cfhighwood.net).

Under "Business Development" click on "Business Advisory Services" where a business plan template can be downloaded to walk you through the process.

## STEP 2: MEET WITH THE TOWN PLANNING DEPARTMENT

Before buying or leasing property and filing applications, call Rod Ross in our Town Planning Department to set up a "pre-application meeting" with all affected departments. He can be reached at 403-933-4348.

Assistance will be given in choosing a suitable site for your business as well as identifying technical and process issues. Necessary licenses and permits will be determined and application forms will be provided.

## STEP 3: ARRANGE FINANCING

Upon choosing a site and determining all costs involved, arrange your financing, if necessary.

Need help? Try the financial services of the Business Development Bank of Canada at [bdc.ca](http://bdc.ca) or Community Futures at [cfhighwood.net](http://cfhighwood.net).

## STEP 4: SUBMIT LICENSE AND PERMIT APPLICATIONS

All forms are available through the Town office, online at [town.blackdiamond.ab.ca](http://town.blackdiamond.ab.ca) or through [bizpal.alberta.ca](http://bizpal.alberta.ca), a tool designed to help many entrepreneurs cut through the paperwork burden and red tape.

Depending on the nature of the development and the types of approvals required, the approval process can take anywhere between 1 week and 4 months.

## STEP 5: IMPLEMENT YOUR MARKETING PLAN

Once your applications are approved and development of your business site is underway, you will need a strong marketing plan, which includes signage, web presence and advertising.

Need help? Talk to Cathy Hutcheson of the Town's Economic Development Committee. She can be reached at 403-933-4348 and is available to help with marketing opportunities and business support services.