

# Starting a Business in Alabaster

## A guide for new businesses

This guide provides a brief roadmap to starting your business in Alabaster.

### Planning & Getting Started



#### **What is your “why”?**

Do you have a passion you believe could be sold as a good or service for profit? This is the beginning of your new business venture. Start by conducting market research to determine if a demand exists. This will help you begin to craft your business plan.



#### **Draft a business plan**

Your business plan is important for setting a course of action. It may also be needed in order to secure funding.



#### **Acquire funding**

There are several options for how you may choose to finance your business. Possible funding sources include the U.S. Small Business Administration and local banks.

### Build Your Business

#### **Choose a location**



Location is key when choosing to do business in person. When choosing a site, be mindful of the needs of your business. In addition, be sure to check into the property’s zoning to ensure that your site permits your intended use.

**If you have any questions, please contact the Planning and Zoning Director, Vanessa McGrath, at (205) 378 - 5748.**

#### **Assemble Your Business Development Team**



1. Choose an attorney, registered agent, partners, and stakeholders.
2. Decide on a business structure.
3. Clarify details and agreements about ownership and stakeholder roles.



#### **Form your business entity with the state**

In order to form your business entity in Alabama, you will register it through the Alabama Secretary of State.



#### **Apply for federal and state tax identification numbers**

1. Apply for a federal Employer Identification Number (EIN).
2. Apply for state tax IDs: Alabama Sales Tax Number, Alabama Income Tax Withholding Number.



#### **Apply for federal licenses and permits**

If you plan to conduct business regulated by a federal agency, you will need to obtain proper licenses and permitting.



### **Apply for a City of Alabaster business license and any other necessary permits**

In order to conduct business within the City of Alabaster, you must apply for a business license through the Alabaster Department of Revenue. Access the application here:

#### **Apply for a City of Alabaster Business License**

Permit considerations include but are not limited to:

1. New building permits
2. Signage permits
3. Demolition permits
4. Alabama Department of Transportation permits

**If you have any questions about licenses and permitting, please contact the City Administrator, Brian Binzer, at (205) 664 - 6832.**



### **Open your business bank account**

Consult local banks to discuss business account options.



### **Acquire business insurance**

Protect your assets by choosing your best insurance option. Liability will vary based on the nature of your business.

## **Celebrate!**



### **Welcome to Alabaster**

We are happy you have chosen to do business in our wonderful city. Please take advantage of the resources provided to you through our website, and do not hesitate to contact us with any questions or concerns you may have.



### **Contact the Mayor's office to schedule your ribbon cutting**

A ribbon cutting is a great way to both celebrate and publicize your new business. The City of Alabaster shares photos from the celebration to its social media.



### **Before you go**

Please familiarize yourself with the process and deadlines for renewal of business licenses so that your business may continue to grow and flourish for many years to come.

## **Resources**

**U.S. Small Business Administration**

**Atlas Alabama**

**Please consult other resources to ensure you have completed all of the necessary steps before you begin doing business.**