



# CASTLE ROCK CHAMBER OF COMMERCE

---

*Igniting Passion for Business Success & Community Prosperity*

---

## Checklist for Starting a Business

### Develop a Business Plan

Your nearby **eXcelerate Business Development Center** has been established to help business owners and aspiring entrepreneurs succeed. Their goal for new business owners is to help them do the careful planning required to minimize the risks of launching a new enterprise. The **eXcelerate Business Development Center** provides professional business counseling, Excellent Free counseling, Low cost workshops, Information & Resources:

#### **eXcelerate Business Development Center**

Castle Rock Chamber of Commerce  
420 Jerry Street  
Castle Rock, CO 80104  
303-688-4597

<https://castlerock.org/excelerate-business/>

You may also wish to visit the Chamber's business assistance website, <https://castlerock.org/excelerate-business/> click on **Business Research Tools** link in the center of the page and then click again on the **Business Toolkit** icon to access templates for developing a business plan, hiring/managing employees and other essential information for first time business owners.

### Join your local Chamber of Commerce

The Castle Rock Chamber of Commerce functions as a trade association for member businesses and professionals. Included in our services to members are business education and promotion, legislative advocacy, referrals, networking opportunities, community/business events and the primary source for community information. One of the first things a new business owner should do is join their local Chamber and take advantage of these opportunities to help build your customer base.

In addition, if you plan to hire employees or open an office you can take advantage of programs just for Chamber members such as Job Board, and the Office Depot buying group.

Castle Rock Chamber of Commerce  
420 Jerry Street  
Castle Rock, CO 80104  
303.688.4597  
[www.CastleRock.org](http://www.CastleRock.org)

## Frequently asked questions

### **What legal structure do I need to have to start a business?**

There are a variety of legal forms your business can take, sole proprietorship, limited liability company or incorporation. You may wish to discuss these options with a legal professional or business counselor at the Chamber's eXcelerate Business Development Center to determine which may be best for you.

### **How do I register my business name or set up a legal structure?**

To verify if a name is already being used in Colorado, check the [Secretary of State website](#). Corporations, Limited Liability Companies, sole proprietors, general partnerships and trade names register organizational paperwork with the [Secretary of State](#) (303-894-2200). Trade name registration with the Secretary of State does NOT establish exclusive rights. However, it is required when doing business under any name other than the first and last names of the owner(s)/organizer(s). For more information, refer to the Legal Structure chapter of the [Colorado Business Resource Book](#).

### **Do I need an Employer Identification Number (EIN)?**

You may not need an EIN if you are a sole proprietor with a valid social security number and no employees. If you will have employees you will need a federal identification number and a state tax identification form. An EIN is secured from the Federal Internal Revenue Department by completing a form. There is no charge. To access this form and more information go to <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN>

### **Do I need a sales tax number?**

If you will be selling products you will need to collect state and local sales taxes. You can apply for a state tax identification number using the online form <https://www.colorado.gov/cms/forms/dor-tax/CR0100.pdf> (800) 852-5711; Forms (800) 338-0505. You will also need to collect sales tax on products sold in Castle Rock <http://www.crgov.com/1676/RevenueSales-Tax>

### **Do I need a business license?**

The State of Colorado does not require a business license. However, Castle Rock require a business license prior to opening a business in the Town limits, you must apply <http://www.crgov.com/1677/Business-and-tax-licensing>

Certain occupations in the state and city are required to be licensed. To see a complete list of which occupations have this requirement go to <https://www.colorado.gov/dora/dpo>

### **Where do I get a grant to start a business?**

Unfortunately there are no grants to help someone launch a business. The Small Business Administration does have an online resource to help you determine your financial needs. You can find it at <http://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/preparing-your-finances/understanding-basics>.

Other Online Resources:

<http://www.sos.state.co.us/pubs/business/businessChecklist.html>

<http://www.coloradosbdc.org/resources/resource-book>

<http://www.sba.gov/category/navigation-structure/starting-managing-business>