

Business Resource Guide

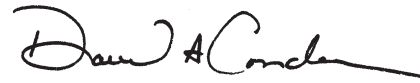
The City of Spokane is working to make it easier for new businesses to get off the ground and existing businesses to thrive.

One of my focuses is to help boost our economy and create jobs. The bulk of our business community is made up of small businesses started by residents. Those businesses are the heart of our local economy and we know you and other business owners are taking a risk, and we want to support you—the Business Help Center is part of that effort.

The Center will be staffed by City employees and various partner agencies, listed in this guide, who will be available to engage each business and supply them with information to be more successful.

A healthy Spokane needs healthy businesses and a robust economy. We are proud to serve as one of your business partners. Please let us know how we can be of assistance.

Warmly,



Mayor, City of Spokane



Question: *How Do I Get a Business License?*

A business license registers your business. All businesses are required to secure and maintain these licenses for the life of their operations.

Resources:

Federal Tax Identification	Internal Revenue Service	www.irs.gov
State Master Business License	State of Washington – Department of Revenue	www.dol.wa.gov
City Business License	Taxes & Licenses	509-625-6070 www.spokanecity.org/departments/finance/taxlicenses

Question: *What Permits Do I Need for My Building?*

Building permits are required for modifications made to commercial property, to operate a business out of a residential building, or when the commercial use of the building changes. Check with the departments for more information.

Resources:

Change of Use	Building Services	509-625-6300	www.buildingspokane.org
Building Permits	Building Services	509-625-6300	www.buildingspokane.org
Health Department Permits	County Health Department	509-324-1500	www.srhd.org
Zoning Determination	Planning Department	509-625-6300	www.spokaneplanning.org

Question: *How Do I Write a Business Plan?*

Many service providers are available to assist you in writing a business plan. Most seeking funding will be required to write such a plan.

Resources:

Expansion	Small Business Development Center (SBDC)	509-358-7890	www.wsdbc.org
Micro-Enterprise & Startup	SNAP Financial Access	509-456-7174	www.snapaccess.org
Technology	Innovate Washington	509-358-2000	www.sirti.org
Start-Up	SCORE	509-353-2821	info@score Spokane.org

Question: *How Do I Market My Business?*

Many service providers provide assistance in creating a business plan and marketing plan.

Resources:

Spokane Public Library	509.444.5312		www.spokanelibrary.org/business	Greater Spokane Incorporated	509.321.3632		www.bizstreetspokane.com
SCORE.....	509.353.2821		info@scorepokane.org	AHANA.....	509-209-2634		www.ahana.org
SBDC	509.358.7890		www.wsdbc.org/	Launch Pad	509.953.3305		

Question: *How Do I Determine the Best Legal Structure?*

Should you be a sole proprietor, corporation, partnership, LLC, etc.?

Resources:

Spokane Public Library	509-444-5312		www.spokanelibrary.org/business
SCORE.....	509-353-2821		info@scorepokane.org

Question: *Do I Need a Trademark?*

Resources:

Spokane Public Library	509-444-5312		www.spokanelibrary.org/business	Greater Spokane Incorporated.....	509-321-3632		www.bizstreetspokane.com
SCORE.....	509-353-2821		info@scorepokane.org	International Trade Alliance	509.413.1470		www.info@intrade.org

Question: *What Regulations Do I Need to Know About?*

All businesses must operate in accordance with federal, state and local regulation; Some regulations are industry specific. Business are expected to know and operate within these regulations, so we recommend that you connect with the agencies below.

Resources:

State and Federal Taxes.....	Small Business Development Center.....	509-358-7890		www.wsdbc.org/advisor-location?locid=13
Industrial Health & Safety Regulations	State of Washington – Labor & Industries.....	360-902-5800		www.lni.wa.gov
Unemployment Insurance	State of Washington – Employment Security			www.esd.wa.gov/uitax
DSHS – New Hire Reporting	State of Washington – Dept of Social & Health Services			www.fortress.wa.gov/dshs/csips/newhire/default.asp
Corporations/Non Profits.....	State of Washington – Secretary of State.....	360-902-4151		
Labor Regulations	Associated Industries	509-326-6885		www.aiin.com

Question: *Who Can Help with Financing My Business?*

Most funding requests need to include a copy of your business plan.

Resources:

International Finance	International Alliance	509-413-1470		www.info@intrade.org
Small Business Loans.....	SNEDA	509-444-7633		www.sneda.org
	SBA	509-353-2806		www.sba.gov/wa
	SNAP Financial Access.....	509-456-7174		www.snapaccess.org
Financial Incentives.....	City of Spokane Business and Development Services	509-625-6300		www.developingspokane.org
Government Contracting	Greater Spokane Incorporated/PTAC	509-321-3641		www.gsiptac.org
Angel Financing/Venture Capital	Innovate Washington (Technology Companies).....	509-358-2000		www.sirti.org
	Connect NW	509-358-2114		www.connectnw.org