



statesboro
chamber of commerce



BORO BUSINESS

Boro Business Start Guide in 10 Steps

Embarking on a business venture entails thorough planning, crucial financial decision-making, and fulfilling several legal requirements. The following ten simple steps can guide you in executing a well-organized plan to prepare, manage, and operate your business.

If you plan to sell in public spaces, parks, and squares or operate a food truck, please get in touch with the Planning & Development Office at 912-764-0630 visit them <https://www.statesboroga.gov/planning-development/planning-development-directory>

Click on the steps below to learn more about how to Start a Business in Statesboro.

Step 1: Write a Business Plan

The purpose of a business plan is three-fold: It summarizes the organization's strategy in order to execute it long-term, secures financing from investors, and helps forecast future business demands.

A business plan is a documented strategy for a business that highlights its goals and its plans for achieving them. It outlines a company's go-to-market plan, financial projections, market research, business purpose, and mission statement. Key staff who are responsible for achieving the goals may also be included in the business plan along with a timeline.

Use these tools and resources to create a business plan. This written guide will help you map out how you will start and run your business successfully.

- [Small Business Administration \(SBA\): "How to Write A Business Plan"](#)
- <https://www.sba.gov/business-guide/plan-your-business/write-your-business-plan>

Step 2: Get Business Assistance and Training

Take advantage of free training and counseling services, from preparing a business plan and securing financing to expanding or relocating a business.

- [The University of Georgia Small Business Development Center \(UGA SBDC\) Savannah/Statesboro](#)
- [Savannah SCORE](#)
- [The Business Innovation Group at Georgia Southern University](#) (*requires a monthly membership*)
- [ACE Women's Business Center](#)
- [SCORE Start-Up Roadmap](#)

Step 3: Choose a Business Location

It's important to seek advice on selecting a customer-friendly location and complying with zoning laws.

Whether you have a home-based business or need to find a suitable commercial space, it's important to weigh all the options and make an informed decision based on the facts. Take the time to carefully consider your business's location before making a final decision.

The [Department of Planning & Development](#) is responsible for our city's economic and community development. These services include building permitting and project management, planning services, and code compliance. You are strongly advised to contact the Department of Planning and Development before leasing, purchasing, or otherwise committing to a property to confirm that your proposed business use is permitted in the property's zoning district and that the building structure meets applicable building and life safety code requirements. We extend an invitation for you to attend the city's RightStart meetings. Right Start meetings are intended to be informal and serve simply as a question-and-answer session in advance of the formal development process.

For more information, visit the [Planning and Development Department](#), or contact 912-764-0630

[Applications, Forms, and Fee Schedules](#)

- [Zoning & Development Regulations](#)
- [Building Permits and Signs](#)
- [Building Inspections](#)
- [Code Compliance](#)
- [Statesboro Downtown Development Authority](#)
- [RightStart Meetings](#)

Step 4: Finance Your Business

Despite having the idea and being good at entrepreneurship, it is often difficult to start up a business. Equity is the key element for a startup small-business venture. Financing your business is often dependent on having a sound business plan that identifies start-up capital needs and cash flow requirements. You have to explore different financing options in order to provide added equity for your business to survive. If you are planning to start a business, it is critical to determine your budgetary needs. We encourage you to utilize the [Start-Up costs worksheet](#). Take advantage of the following training on obtaining financial assistance for your business.

- [SBA Financing Your Business](#)
- [Start-Up Roadmap: Finding Funding](#)

Your next step is to find out which financing options are best for you and to contact those resources regarding any financial assistance that may be available for your business.

- [Access to Capital for Entrepreneurs \(CDFI\)](#)
- [SBA Funding Programs](#)
- [SBA Grants](#)
- [SBIC Venture Capital Fund](#)
- [The Small Business Innovation Research \(SBIR\) and Small Business Technology Transfer \(STTR\) programs](#)
- [Georgia Department of Economic Development](#)
- Government Grants [Grants.gov](#)- Federal funding opportunities published on this site are for organizations and entities supporting the development and management of government-funded programs and projects.

Step 5: Determine the Legal Structure of Your Business

Decide which form of ownership is best for you: sole proprietorship, partnership, Limited Liability Company (LLC), corporation, S corporation, nonprofit or cooperative. The SBA Learning Center provides an overview of legal requirements and legal structure for your small businesses and how they can impact you. We encourage you to view this training assistance and or consult a business mentor or legal professional to ascertain which is best for your business.

- [Legal Requirements](#)
- [SBA's: "Choose Your Business Structure"](#)

Step 6: Register a Business Name ("Doing Business As")

Register your business name with your state government.

- [Georgia Secretary of State](#)
- [Georgia Office of the Secretary of State, Name Reservation](#)
- [File for a DBA \(Doing Business As\)](#)

Step 7: Get a Tax Identification Number

Learn which tax identification number you'll need to obtain from the IRS and your state revenue agency.

- Internal Revenue Service [Apply for an EIN Number](#)

Step 8: Register for State and Local Taxes

Register with your state to obtain a tax identification number, workers' compensation, unemployment, and disability insurance.

- Obtain your [Georgia State Tax ID number](#) from the Georgia Tax Center
- Report wage and tax information to the [Georgia Department of Labor](#) and pay any unemployment insurance taxes due on those wages.
- Georgia State Board of [Worker's Compensation](#).

Step 9: Obtain Business Licenses and Permits

All businesses operating in the City of Statesboro must obtain specific local permits and licenses that are dependent on the type of business activity. The City of Statesboro [City Clerks and Planning & Development](#) can advise you about the appropriate permits and licenses you may need to start your business. Here are a few of the basic requirements, but it is your responsibility as the business owner to ensure you have obtained everything required to operate your business in the city.

Restaurant: Must obtain a "Food Service Permit" from the Bulloch County Health Department at (912) 764-0737.

Professional Licenses: Certain professional services are licensed by the Georgia Secretary of State. Such services include Barbers, Cosmetology, Child Care Services, Pharmacy, Architects and Interior Designers, and General and Residential Contractors.

Alcohol License: Businesses electing to sell alcoholic beverages must obtain an alcohol business sale license through the City of Statesboro Tax Department (912) 764-0625. State Alcohol license with Georgia Department of Revenue Registration (807) 423-6711.

Building and Construction Permits: The City of Statesboro Planning & Development Services Department provides a central location for information on development plan review, permitting, and inspections.

Prepackaged Food: Department of Agriculture (229) 386-3489.

10. City, State, and Government Contracting and Assistance

Government

The Georgia Tech Procurement Technical Assistance helps Georgia businesses identify, compete for, and win government contracts. The GPTAC provides businesses with a set of electronic tools to research and identify government contracting opportunities at no cost in the form of teaching, mentoring, and coaching. To take advantage of this resource visit [Georgia Tech Procurement Assistance Center](#)

State

The State of Georgia Contracts include commonly used commodities such as office supplies, office furniture, motor vehicles, temporary staffing, building supplies, and many other commodities and services. To learn what goods and services are currently available on statewide contracts and to submit bids for government projects, you'll first need to register with [Team Georgia Marketplace](#). After you register, you can follow the latest projects on the Georgia Procurement Registry.

City

The City of Statesboro offers businesses who seek to do business with the city to register as a vendor. Vendors may be added to the City of Statesboro's vendor listing, by submitting a completed [Vendor Application Form](#) and IRS Form W-9 to Darren.prather@statesboroga.gov, or mail to the following address:

City of Statesboro
Central Services
PO Box 348
Statesboro, GA 30459

Notice: Bid packets may be requested by Email: darren.prather@statesboroga.gov
Current Bids can be accessed here: [Current Bid Opportunities](#)

Other Business Resources:

- [The Veterans Business Outreach Center \(VBOC\)](#) program is designed to provide entrepreneurial development services such as business training, counseling, and resource partner referrals to service members, veterans, National Guard & Reserve members, and military spouses interested in starting or growing a small business.

- [SBA Business Certifications](#)- The federal government uses special programs to help small businesses win at least at 23% of all federal contracting dollars each year.
- Georgia Minority Supplier Development Council (GMSDC) is s the state of Georgia’s leading advocacy organization for small business development and supplier diversity whose focus is to certify Minority Business Enterprise firms. For more information on how to become a Certified MBE (Minority Business Enterprise) visit [Georgia Minority Supplier Development Council \(GMSDC\)](#)