



NEW BUSINESS ROADMAP

PERSONAL SERVICE BUSINESS

Congratulations! You're off on an amazing journey. While starting your own personal service business can be complex, we hope this guide helps you navigate the process and access the resources available along the way.



PLANNING

LOCATION

CONSTRUCTION

OPERATION

	STEP ONE: research & business plan	STEP TWO: form your entity	STEP THREE: choose your location	STEP FOUR: site selection & approval	STEP FIVE: design & construction est.	STEP SIX: permits, construction & inspections	STEP SEVEN: operation
TASKS:	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a good business idea <input type="checkbox"/> Conduct market research <input type="checkbox"/> Seek professional advice <input type="checkbox"/> Create a business plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Choose a legal structure <input type="checkbox"/> Determine state & local licensing requirements <input type="checkbox"/> Register business name <input type="checkbox"/> Obtain EIN <input type="checkbox"/> Register federal, state & local taxes <input type="checkbox"/> Seek business insurance 	<ul style="list-style-type: none"> <input type="checkbox"/> Explore location needs, ideals and opportunity <input type="checkbox"/> Determine zoning classifications and requirements 	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct site visits <input type="checkbox"/> Property due diligence (title, environmental, property survey) <input type="checkbox"/> Seek financing <input type="checkbox"/> Negotiate lease or purchase terms <input type="checkbox"/> Obtain necessary approvals 	<ul style="list-style-type: none"> <input type="checkbox"/> Hire design professionals <input type="checkbox"/> Seek plan approval <input type="checkbox"/> Obtain construction estimates <input type="checkbox"/> Hire contractors 	<ul style="list-style-type: none"> <input type="checkbox"/> Zoning approval <input type="checkbox"/> Building Inspections Approval <input type="checkbox"/> Department of Public Works (DPW) approval <input type="checkbox"/> Certificate of occupancy <input type="checkbox"/> State and County licensing 	<ul style="list-style-type: none"> <input type="checkbox"/> Store set-up and operations <input type="checkbox"/> Human resources and employee management <input type="checkbox"/> Marketing and customer service <input type="checkbox"/> Technology and automation <input type="checkbox"/> Annual licensing and inspections
HELPFUL RESOURCES:	<ul style="list-style-type: none"> 💡 SizeUp Michigan 💡 City of Battle Creek Small Business Development Office (SBDO) 💡 Michigan Small Business Development Center (SBDC) 💡 SCORE Kalamazoo/ SW Michigan 💡 Northern Initiatives 💡 Willard Library Resource Desk 	<ul style="list-style-type: none"> 💡 U.S. Small Business Administration (SBA) 💡 Licensing and Regulatory Affairs (LARA) 💡 City Clerk 💡 Calhoun County Clerk & Register of Deeds 💡 Internal Revenue Service (IRS) 💡 City Income Tax Department 	<ul style="list-style-type: none"> 💡 City of Battle Creek Small Business Development Office (SBDO) 💡 SizeUp Michigan 💡 U.S. Small Business Administration (SBA) 💡 City Planning & Zoning 💡 City Inspections 💡 Fire Marshal 	<ul style="list-style-type: none"> 💡 City Planning & Zoning 💡 City Assessing 💡 City Code Compliance 💡 City Inspections 💡 U.S. Small Business Administration (SBA) 	<ul style="list-style-type: none"> 💡 American Institute of Architects (AIA) Southwest Michigan 💡 The Blue Book Building & Construction Network 💡 City Code Compliance 💡 City Inspections 💡 City Planning & Zoning 💡 Calhoun County Public Health Department Environmental Health Portal 	<ul style="list-style-type: none"> 💡 City Planning & Zoning 💡 City Applications & Petitions 💡 City Department of Public Works (DPW) 💡 City Inspections 💡 Calhoun County Public Health Department 	<ul style="list-style-type: none"> 💡 Michigan Small Business Development Center (SBDC) 💡 City of Battle Creek Small Business Development Office (SBDO) 💡 SCORE Kalamazoo/ SW Michigan 💡 Battle Creek Area Chamber of Commerce 💡 BCC Portal for License Renewal 💡 Calhoun County Public Health Department

NEED HELP? Contact the Small Business Development Office: smallbusinessinfo@battlecreekmi.gov | (269) 441-1255

created in partnership with:



W.K.
KELLOGG
FOUNDATION®

