



Starting Your Business

So you're considering opening a new business in Madison. You've got a great idea. Now what? Here's what you need to get started...

1 WRITE A BUSINESS PLAN

- ▶ Contact the Indiana Small Business Development Center (ISBDC) for a FREE business consultation
- ▶ Create an official business plan complete with a financial plan and budget. (ISBDC can provide this service).
- ▶ Contact (ISBDC) through the Chamber of Commerce **(812) 265-3135** or direct at **(812) 952-9765**

2 CONNECT WITH LOCAL BUSINESS ALLIANCES

- ▶ Madison Area Chamber of Commerce **(812) 265-3135**
- ▶ Madison Main Street Program **(812) 493-4984**
- ▶ City of Madison **(812) 265-8300**
- ▶ Jefferson County Industrial Development Corporation **(812) 265-4769**
- ▶ Visit Madison, Inc. **(812) 265-2956**

3 LOCATE THE BEST PLACE FOR YOUR BUSINESS

- ▶ Choose from a variety of real estate agencies and start looking.
- ▶ If you are considering downtown, contact the City of Madison historic preservation coordinator for assistance with Madison's historic preservation guidelines at **(812) 265-8324**.
- ▶ Contact City of Madison Planning and Zoning office to ensure site is properly zoned for your business needs at **(812) 265-8324**.

4 OBTAIN FINANCING FOR YOUR BUSINESS

- ▶ Make contact with a local bank regarding financing, business accounts, and payment solutions.

5 DEVELOP A LEGAL STRUCTURE FOR YOUR BUSINESS

- ▶ Contact a local attorney for advice on building legal support needed for your business.

6 REGISTER A BUSINESS NAME

- ▶ Go to Indiana Secretary of State website at www.in.gov/sos to register.

7 REGISTER FOR STATE AND LOCAL TAXES

- ▶ Contact the IRS for an employer ID number (EIN) at **(800) TAX-FORM**.
- ▶ Contact the Indiana Department of Revenue at **(317) 615-2662** or at www.in.gov/dor.

8 OBTAIN BUSINESS LICENSES AND PERMITS

- ▶ For construction permits, contact City of Madison building inspector at **(812) 265-8324**.
- ▶ For a restaurant and food related business, contact Jefferson County Health Department at **(812) 273-1942**.

9 LOCAL INCENTIVES

- ▶ Check with the City of Madison to see what loans, grants, tax abatements, or other incentives are available for property improvements or business start-up costs.

10 UNDERSTAND EMPLOYER RESPONSIBILITIES

- ▶ Contact Indiana Department of Workforce Development at **(800) 437-9136** or at www.in.gov/dwd.
- ▶ For additional information and assistance, go to the U.S. Small Business Administration website at www.sba.com.

