

# Starting a Business Checklist

## 1. Find a Good Business Idea

A good business idea isn't just one that turns a profit; it needs to be a good fit for you personally, for your target market, and for your location.



- Identify your strengths and select a business idea that caters to those skills
- Define what success looks like for you
- Do your research: "What businesses are currently popular?"

## 2. Do Market Research

Gather relevant information about your potential customers, your competition and the environment. This data will allow you to make solid business decisions based on the market's purchasing habits and preferences and guide you in how to best market your products / services and how to select an ideal business location.

## 3. Put Together a Business Plan

Most banks and investors consider a business plan to be a key requirement; it is the map of how you intend to achieve success. Several regional business organizations including The Business Link and East Parkland Community Futures can assist you with this. See a comprehensive list of organizations that offer assistance and resources to new businesses on the [Business Links](#) page of the Town of Blackfalds website.

## 4. Attain Required Capital Funding

Prior to start-up and incurring the related expenses, ensure that you have sufficient venture capital. Research opportunities for applicable grant funding and recruit the assistance of a lawyer to make sure that any such agreements are executed appropriately.



## 5. Have Your Business Name Registered

You may wish to obtain legal counsel to help you decide whether it is in your best interest to register as a trade name, a partnership, or a limited corporation. When this decision has been made, you can then locate a nearby corporate registry through Service Alberta [www.servicealberta.gov.ab.ca/719.cfm](http://www.servicealberta.gov.ab.ca/719.cfm)

## 6. Acquire the Necessary Provincial / Federal Permits & Licenses

Connect with Service Alberta [www.servicealberta.gov.ab.ca/businesses.cfm](http://www.servicealberta.gov.ab.ca/businesses.cfm) to find out if your business requires any of these specific types of permits or licenses.

## 7. Contact the Town of Blackfalds

The Planning & Development staff will help you obtain the required local business licenses and related permits, as well as ensure that your chosen location complies with the Land Use Bylaw. Call 403.885.4677.



## 8. Contact the Canada Revenue Agency

Acquire information on corporate income tax and Goods and Services Tax (GST) and set up an employer's account for Employment Insurance, Canada Pension Plan deductions, and Federal Income Tax deductions. See [www.cra-arc.gc.ca/bsnsss/menu-eng.html](http://www.cra-arc.gc.ca/bsnsss/menu-eng.html)

## 9. Register with the Worker's Compensation Board

Call 1.866.922.9221 or visit [www.wcb.ab.ca/](http://www.wcb.ab.ca/)

## 10. Register with the Alberta Health Insurance Plan

Only required if you have five or more employees and can be done at a local Alberta Registries Office.

## 11. Contact Alberta Labour

The Employment Standards Branch will provide you with copies of labour regulations, so that you can ensure your compliance.





### 12. Explore Provincial and Federal Sources for Funding for Hiring / Training Employees



- See Employment and Social Development Canada for federal funding programs at [www.canada.ca/en/employment-social-development/services/funding.html](http://www.canada.ca/en/employment-social-development/services/funding.html)
- See [www.albertacanada.com/opportunity/employers/hiring-grants.aspx](http://www.albertacanada.com/opportunity/employers/hiring-grants.aspx) for available provincial grants.

### 13. Contact the Johnstone Crossing Health Centre

Phone 403.356.6300 to determine if your business may be impacted by any health legislation.

### 14. Contact Alberta Environment & Parks

Phone 1.877. 944.0313 to find out if your business may be affected by any health concern or environmental legislation.

### 15. Acquire Required Insurance, Leases, and other Operating Needs

Insurance agents, business consultants, and lawyers may help you to determine if there is anything else you need to do specific to your business.

Speaking with the owners of similar businesses in the area may also provide you with beneficial information.

See the [Business Links](#) page of the Town of Blackfalds website for additional resources.



*For more information and assistance on starting a business in Blackfalds contact*

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