

Business Resource Directory

The City of Savannah provides a variety of services to new and existing business owners: such services range from training and licensing to permitting and construction variances. This starting a business checklist is an effort to simplify the process by providing information on your businesses' first steps.

STEP 1:



Creating Your Business Plan

The key to starting a business is developing a business plan that provides a road map for your business. A business plan is an "adaptable" document that generally includes the business description and its marketing, financial, and management strategies. It is recommended that prospective entrepreneurs seek assistance and training to strengthen your business plan.

<input checked="" type="checkbox"/>	ACTION	RESOURCE
<input type="checkbox"/>	WRITE YOUR BUSINESS PLAN	Savannah Entrepreneurial Center 912.651.3582 Economic Development Department 912.651.3653 Savannah Business Development Center 912.651.3200 Score 912.652.4335
<input type="checkbox"/>	DECIDE LEGAL STRUCTURE	
<input type="checkbox"/>	REGISTER BUSINESS NAME	State of Georgia Corporations Division 404. 656.2817 Chatham Co. Superior Court 912.652.7197
<input type="checkbox"/>	APPLY FOR EMPLOYER IDENTIFICATION NUMBER (EIN)	U.S. Internal Revenue Services 912.651.1430

STEP 2:



Formalizing the Business

Formalizing your business means taking time to complete the legal, regulatory, and structural steps required to start a business. You will need to familiarize yourself with the required business applications and documents needed. Check out the resources available to provide guidance to you as you invest in the research and planning of your business.

<input checked="" type="checkbox"/>	ACTION	RESOURCE
<input type="checkbox"/>	TRAINING & ASSISTANCE	Savannah Entrepreneurial Center 912.651.3582 Score 912.652.4335

STEP 3:



Choosing a Business Location

Prior to signing a lease or contract, contact the Development Services, Zoning Division. Selecting a business location involves several key factors such as proximity to customers, ease of access, and zoning restrictions. Financial incentives and tax credits may also influence your business location decision. The Economic Development Department can advise you about the various incentives and resources available through the City of Savannah.

<input checked="" type="checkbox"/>	ACTION	RESOURCE
<input type="checkbox"/>	BUSINESS SITE SELECTION	Development Services 912.651.6510 Economic Development Department 912.651.3653 Savannah Economic Development Authority 912.447.8450

Step 4:**Financing Your Business**

Financing your business is most often dependent on having a sound business plan which identifies start-up capital needs and cash flow requirements. Find out which financing options are best for you and seek available agencies and local organizations that provide financial assistance to new businesses

<input checked="" type="checkbox"/>	ACTION	RESOURCE
<input type="checkbox"/>	FINANCE	Small Business Assistance Corporation 912.651.3200
		Coastal Area District Development Authority 912.236.9566

Step 5:**Registering for Business Taxes**

As a new business owner, you will need to determine the Federal, State, and local tax obligations required to start your business type and register appropriately.

<input checked="" type="checkbox"/>	ACTION	RESOURCE
<input type="checkbox"/>	FEDERAL TAX REGISTRATION	U.S. Internal Revenue Service 912.651.1430
<input type="checkbox"/>	GEORGIA STATE TAX REGISTRATION	Georgia Department of Revenue 404.417.2140
<input type="checkbox"/>	CITY OF SAVANNAH BUSINESS TAX CERTIFICATE	City of Savannah Revenue Department 912.651.6410

Step 6:**Obtaining Permits & Licensing**

All businesses operating in the City of Savannah must obtain specific local permits and licenses that are dependent on the type of business activity.

<input checked="" type="checkbox"/>	ACTION	RESOURCE
<input type="checkbox"/>	RESTAURANTS	Chatham County Health Department 912.356.2441
<input type="checkbox"/>	PROFESSIONAL LICENSES	Georgia Secretary of State 404.656.2817
<input type="checkbox"/>	ALCOHOL LICENSE	City of Savannah Revenue Department 912.651.6410
<input type="checkbox"/>	BUILDING & CONSTRUCTION PERMITS	City of Savannah Development Services 912.651.6510

Step 7:**Opening for Business!**

Congratulations on opening your business! Here are some suggestions and important reminders:

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| <ul style="list-style-type: none"> ▪ MAKE SURE YOU UNDERSTAND EMPLOYER REGULATIONS & RESPONSIBILITIES | <ul style="list-style-type: none"> ▪ GET CONNECTED WITH LOCAL BUSINESSES AND SUPPORT NETWORKS |
| <ul style="list-style-type: none"> ▪ MAINTAIN APPROPRIATE BUSINESS LICENSES | <ul style="list-style-type: none"> ▪ 'MARKETING & BRANDING'- MAINTAIN BUSINESS VISIBILITY |