Business Start-Up Checklist

- Business Licenses
  - Federal Employer Identification Number (EIN)
  - Master Business License (State)
  - City License
- Trade Name Registration
- Zoning Requirements

Federal

Employer Identification Number (EIN)
www.irs.gov
(360) 752-4361
114 W Magnolia
Bellingham, WA 98225.

State

The state requires that you obtain a state business license called a Master Business License and will assign Unified Business Identifier (UBI #)

Department of Revenue
www.dor.wa.gov
www.access.wa.gov
(360) 676-2114
1904—A Humboldt St.
Bellingham, WA

<table>
<thead>
<tr>
<th>Business Start-Up Checklist</th>
<th>Takeaway</th>
<th>Ideal Student</th>
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Trainings for Businesses in Whatcom County

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<tbody>
<tr>
<td></td>
<td><strong>Starting or Growing a Farm.</strong> Interest in Sustainability</td>
<td></td>
<td><a href="http://www.cultivatingsuccess.org/coursecalendar_WA.htm">http://www.cultivatingsuccess.org/coursecalendar_WA.htm</a></td>
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<tr>
<td></td>
<td><strong>Any Stage Agriculture Business Plan</strong></td>
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<td><a href="http://whatcom.wsu.edu/ag/ed/cs/">http://whatcom.wsu.edu/ag/ed/cs/</a></td>
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<td><strong>Food Product Development Planning Feasibility</strong> Write a Plan</td>
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<td><a href="http://www.agbizcenter.org/node/39">http://www.agbizcenter.org/node/39</a></td>
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<tr>
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<td><strong>Product Development Early Stage Entrepreneur Inventors Plan for Scalable Business</strong></td>
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<td><a href="http://nwirc.com">http://nwirc.com</a></td>
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<td></td>
<td><strong>New to Business Planning Stage Startup</strong></td>
<td></td>
<td><a href="http://www.whatcomcommunityed.com/">http://www.whatcomcommunityed.com/</a></td>
</tr>
<tr>
<td></td>
<td><strong>Any Stage of Business Learn about a Business Plan</strong></td>
<td></td>
<td><a href="http://www.whatcomcommunityed.com/">http://www.whatcomcommunityed.com/</a></td>
</tr>
<tr>
<td></td>
<td><strong>Start or Grow a Small Business Write a Business Plan</strong></td>
<td></td>
<td><a href="https://register.whatcomcommunityed.com/CourseStatus.awp?CourseID=13S8288062AXA&amp;DirectFrom=Schedule&amp;Origin=Business+Startup">https://register.whatcomcommunityed.com/CourseStatus.awp?CourseID=13S8288062AXA&amp;DirectFrom=Schedule&amp;Origin=Business+Startup</a></td>
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<tr>
<td></td>
<td><strong>Understand Business Basics Solo Entrepreneur Prefer Online + Networking</strong></td>
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<td></td>
<td><strong>Web overview of Business Topics</strong></td>
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<td><a href="http://www.sba.gov/sba-learning-center/search/training">http://www.sba.gov/sba-learning-center/search/training</a></td>
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**Department of Revenue**

- www.dor.wa.gov
- www.access.wa.gov
- (360) 676-2114
- 1904—A Humboldt St.
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## Trainings for Business in Whatcom County

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Host</th>
<th>Time</th>
<th>Cost</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGRICULTURE, FOOD or FARM BUSINESS TRAINING</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sustainable Small Farming &amp; Ranching</td>
<td>WSU WC Extension</td>
<td>3 hours / 10 weeks</td>
<td>$250</td>
<td>Classroom</td>
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<tr>
<td>Agriculture Entrepreneurship and Business Planning</td>
<td>WSU WC Extension</td>
<td>3 hours / 9 weeks</td>
<td>$200</td>
<td>Classroom</td>
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<tr>
<td>Agriculture Value-Added Business Development Process From Idea to Profitable Product</td>
<td>NW Ag Business Center</td>
<td>Varies</td>
<td>Varies</td>
<td>Classroom</td>
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<tr>
<td><strong>LEAN STARTUP &amp; PRODUCT TO MARKET TRAINING</strong></td>
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<tr>
<td>Innovation Programs</td>
<td>NW Innovation Resource Center</td>
<td>12-18 months</td>
<td>Varies</td>
<td>Mentoring</td>
</tr>
<tr>
<td>Lean Startup &amp; Entrepreneurship Methods</td>
<td>WWU</td>
<td>3 hours / 10 weeks</td>
<td>$824</td>
<td>Classroom &amp; Mentoring</td>
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<tr>
<td><strong>SMALL BUSINESS TRAINING</strong></td>
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</tr>
<tr>
<td>Starting or Managing Your Own Business</td>
<td>SCORE/WCC</td>
<td>8 hours / 1 day</td>
<td>$99</td>
<td>Classroom</td>
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<tr>
<td>Writing a Business Plan</td>
<td>SCORE/WCC</td>
<td>3 hours / 1 day</td>
<td>$39</td>
<td>Classroom</td>
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<tr>
<td>Launch and Build Your Business</td>
<td>WCC/ NW IRC/ SBDC</td>
<td>6 months</td>
<td>$239</td>
<td>On-Line and In-Person Seminars</td>
</tr>
<tr>
<td>Online SBA Webinars</td>
<td>SBA</td>
<td>Varies</td>
<td>Free</td>
<td>Webinar</td>
</tr>
</tbody>
</table>

### Course Descriptions

- **Sustainable Small Farming & Ranching**: Classroom lectures and introductions. Participants maintain sustainable farmland practices.
- **Agriculture Entrepreneurship and Business Planning**: Completes business planning, research, marketing, and budgeting.
- **Agriculture Value-Added Business Development Process From Idea to Profitable Product**: Market analysis certifications, requirements, and regulations.
- **Innovation Programs**: Experiential learning on product development and validation.
- **Lean Startup & Entrepreneurship Methods**: Experiential learning on building scalable startups.
- **Starting or Managing Your Own Business**: Overview of legal, insurance, and financial statements.
- **Writing a Business Plan**: Overview of business research and marketing plans.
- **Launch and Build Your Business**: Business basics and utilizing the National Business Network.
- **Online SBA Webinars**: Starting a Business Plan and Located Business.

### City Information

- **Bellingham**: $40 fee (one time)
  - [www.cob.org](http://www.cob.org)
  - (360) 676-6900

- **Blaine**: $75 fee (annual)
  - [www.cityofblaine.com](http://www.cityofblaine.com)
  - (360) 332-8311

- **Everson**: $30 fee (annual)
  - [www.ci.everson.wa.us](http://www.ci.everson.wa.us)
  - (360) 966-3411

- **Ferndale**: $25 - $250 fee (annual, based on number of employees, type of business and square footage)
  - [www.cityofferndale.org](http://www.cityofferndale.org)
  - (360) 384-4302

- **Lynden**: $10 - $25 fee (annual, based on type of business and square footage)
  - [www.lyndenwa.org](http://www.lyndenwa.org)

- **Sumas**: $0 fee
  - [www.cityofsumas.com](http://www.cityofsumas.com)
  - (360) 988-5711

*Available to use state business license application and city business license addendum to register for state and city licenses at the same time.*
Trade Name Registration

A trade name is any name other than the full legal surname of the owner(s). You must register a trade name, or “doing business as” name, for:

- a sole proprietor or partnership using a name other than the full legal name of the owner or owners.
- a corporation, limited partnership, or limited liability company operating under a name other than the name registered with the Office of the Secretary of State.

Note: Registering your trade name does not protect the name from use by others. The right to use a trade name belongs to the one who first uses it in connection with their business.

www.access.wa.gov
$5 fee per name

Women & Minority Certification

This program does not provide loans or business assistance, but provides minority certification for your business.

Office of Minority & Women’s Business Enterprises
www.omwbe.wa.gov
(360) 753-9693
406 South Water St.
Olympia, WA 98504

Small Business Resources

Western Washington University, College of Business and Economics, Small Business Development Center (SBDC)

The SBDC provides no cost confidential business assistance and advice to small business owners.
Call (360) 778-1762 or visit www.wwu.edu/sbdc

Service Corps of Retired Executives (SCORE)

This is a volunteer group of retired business people who provide free advice on getting started in business.
Call (360) 685-4259 or visit www.score.org

Small Business Administration (SBA)

Call 1-800-827-5722 or visit www.sba.gov

Washington State Department of Revenue

State agency provides tax information, State income and business tax forms, and local business outreach workshops.
Call (360) 738-6111 or visit www.dor.wa.gov

Zoning & Permits

<table>
<thead>
<tr>
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<th>Website</th>
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<td>(360) 778-8000</td>
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