START UP

A Guide to Starting a Business in Whatcom County

January 2013
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
City

- **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.homestead.com](http://www.cityofsumas.homestead.com)
  (360) 988-5711

*able 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

Business Plan

The process of creating a Business Plan will be useful to you in defining your business and creating a strategy of how to achieve your stated goals. Include a description of your business, a list of your management teams, a marketing plan and financial information. For help with business plans contact:

Small Business Development Center
www.cbe.wwu.edu/sbdc
(360) 778-1762

Zoning & Permits

<table>
<thead>
<tr>
<th>City</th>
<th>Website</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Bellingham</td>
<td><a href="http://www.cob.gov">www.cob.gov</a></td>
<td>(360) 778-8000</td>
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<td>Blaine</td>
<td><a href="http://www.ci.blaine.wa.us">www.ci.blaine.wa.us</a></td>
<td>(360) 332-8311</td>
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<td>Everson</td>
<td><a href="http://www.ci.everson.wa.us">www.ci.everson.wa.us</a></td>
<td>(360) 966-3411</td>
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<td>Ferndale</td>
<td><a href="http://www.ci.ferndale.wa.us">www.ci.ferndale.wa.us</a></td>
<td>(360) 384-4302</td>
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<tr>
<td>Lynden</td>
<td><a href="http://www.lyndenwa.org">www.lyndenwa.org</a></td>
<td>(360) 354-6716</td>
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<tr>
<td>Sumas</td>
<td><a href="http://www.cityofsumas.homestead.com">www.cityofsumas.homestead.com</a></td>
<td>(360) 988-5711</td>
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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.cbe.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
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Host</th>
<th>Takeaway</th>
<th>Ideal Student</th>
<th>Website</th>
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<tbody>
<tr>
<td><strong>AGRICULTURE, FOOD or FARM BUSINESS TRAINING</strong></td>
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<tr>
<td>Sustainable Small Farming &amp; Ranching</td>
<td>WSU WC Extension</td>
<td>Classroom lectures, guest speakers from farmers and industry experts as well as farm tours. Participants make connections with successful farmers and community resource people.</td>
<td>Starting or Growing a Farm. Interest in Sustainability</td>
<td><a href="http://www.cultivatingsuccess.org/coursescalendar_WA.htm">http://www.cultivatingsuccess.org/coursescalendar_WA.htm</a></td>
</tr>
<tr>
<td>Agriculture Entrepreneurship and Business Planning</td>
<td>WSU WC Extension</td>
<td>Completed Business Plan. Evaluate resources, planning &amp; research, legal &amp; management, marketing, budgets, financial statements, culturing money resources.</td>
<td>Any Stage Agriculture Business Write a Business Plan</td>
<td><a href="http://whatcom.wsu.edu/ag/edu/cs/">http://whatcom.wsu.edu/ag/edu/cs/</a></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>Market analysis, appropriate regulations and certifications, marketing plan, financing requirements, business plan</td>
<td>Food Product Development Planning Feasibility Write a Plan</td>
<td><a href="http://www.agbizcenter.org/code/39">http://www.agbizcenter.org/code/39</a></td>
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<td><strong>LEAN STARTUP &amp; PRODUCT TO MARKET TRAINING</strong></td>
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<td>Accelerator Program</td>
<td>NW Innovation Resource Center</td>
<td>(1) Mentors (2) Product planning and validation of the idea, (3) Help with product identification, market and business plan development, and (4) Support from prototype stage through locating funding sources and sales for successful ideas.</td>
<td>Product Development Early Stage Entrepreneur Inventors Plan for Scalable Business</td>
<td><a href="http://nwirc.com/accelerator/">http://nwirc.com/accelerator/</a></td>
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<td><strong>SMALL BUSINESS TRAINING</strong></td>
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<td>Starting or Managing Your Own Business</td>
<td>SCORE/WCC</td>
<td>Financing, recordkeeping, accounting, taxes, legal, insurance</td>
<td>New to Business Planning Stage Startup</td>
<td><a href="http://www.whatcomcommunityed.com/">www.whatcomcommunityed.com/</a></td>
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<tr>
<td>Writing a Business Plan</td>
<td>SCORE/WCC</td>
<td>Overview - Business plan, resources for market research, marketing strategy, &amp; preparing financial statements</td>
<td>Any Stage of Business Learn about a Business Plan</td>
<td><a href="http://www.whatcomcommunityed.com/">www.whatcomcommunityed.com/</a></td>
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