

# Starting a Business in Abbotsford

## Checklist

### 1 STEP ONE: PLAN

- ❑ **Ensure that this business is the right decision for you:**
  - Take the [Entrepreneurial Potential Self-Assessment](#)
- ❑ **Evaluate your business idea:**
  - Small Business BC: [Evaluate your Business Idea](#)
- ❑ **Find out if your business is permitted in the City of Abbotsford:**
  - Check out our [Bylaws and Zoning regulations](#)
  - [View the Abbotsford Site Finder](#)
- ❑ **Decide on the structure of your business:**
  - Small Business BC: [How to Choose the Right Business Structure](#)
- ❑ **Do market research:**
  - Small Business BC: [Market Research Checklist](#)
  - BDC: [A Practical Guide to Market Research](#)
- ❑ **Prepare a business plan:**
  - [Planning Guide](#)
- ❑ **Choose a location for your business:**
  - BDC: [How to Choose the Right Location for Your Business](#)
  - [View the Abbotsford Site Finder](#)

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### 2 STEP TWO: NAMING YOUR BUSINESS

- Name your business:**
  - ▶ [Choosing a Business Name](#)
  - ▶ Small Business BC: [Choosing a Business Name Made Easy](#)
- Find out if the name is taken:**
  - ▶ [NUANS® Name Search](#)
- Register your name:**
  - ▶ [BC Registry](#)
  - ▶ [Name Request](#)

### 3 STEP THREE: REGISTER

- Register your Business with the Government:**
  - ▶ [Register Online](#)
- Choose and Register a Web Domain:**
  - ▶ Before registering your name, find out if the website domain is available

### 4 STEP FOUR: SUBMIT BUSINESS APPLICATIONS

- Provincial sales tax account** - PST
- Business license application**
  - ▶ [New Business Licence](#)
- WorkSafeBC coverage**
- Business BCeID**
- Canada Revenue Agency Accounts**
- Goods and Services Tax** - GST (Federal Tax)
- Payroll deductions**
- Import/Export accounts**
  - ▶ [One Stop Business Registry](#)

### 5 STEP FIVE: GET INSURANCE

- Ensure your business is protected:**
  - ▶ Small Business BC: [What you Need to Protect your Business](#)
  - ▶ IBC: [Business Insurance](#)

### 6 STEP SIX: BANKING

- Set-up a business banking account. Ask your bank what documents they require for registration.

### 7 STEP SEVEN: GET BUSINESS SUPPORT & FINANCING

- Do your research on funding options and grants that may be available to you:**
  - ▶ [Government Business Support](#)
  - ▶ [Government Business Grants](#)
  - ▶ Small Business BC: [Secure Early Stage Financing](#)
  - ▶ Small Business BC: [Do's and Don't's of Financing your Small Business](#)

## Stay Connected

CITY OF ABBOTSFORD ECONOMIC DEVELOPMENT

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