

Stay Connected & Grow



Numerous resources are available to support the growth and success of your business. Should you require assistance or additional information, we encourage you to contact Shawnee Forward:

SCAN THE QR CODES FOR ADDITIONAL RESOURCES



OK DEPARTMENT OF COMMERCE



SMALL BUSINESS RESOURCE GUIDE



OK BUSINESS INCENTIVES & TAX GUIDE



Our mission is to enhance regional economic growth. We achieve this by working closely with a diverse range of community stakeholders. Our commitment to comprehensive business support includes aiding entrepreneurs and existing businesses, implementing robust retention and expansion programs, and actively pursuing new investment opportunities through corporate attraction and the creation of quality jobs.

What We Do

Economic Development: We are dedicated to advancing community and economic development in the Shawnee region. By integrating the resources and efforts of Shawnee Forward and community stakeholders, we lead the charge in marketing, business attraction, and retention.

Business Support: We provide comprehensive support to both entrepreneurs and existing businesses, ensuring they have the resources and guidance needed to thrive.

Investment Opportunities: We actively seek out new investment opportunities, focusing on attracting corporations and creating quality jobs that bolster the economic prosperity of our region.

Entrepreneurial Ecosystem: Our focus on building a robust entrepreneurial and innovation ecosystem helps foster new ideas and growth, positioning Shawnee as a hub of innovation.

Talent Development: We assist private employers in identifying, recruiting, and developing the talent necessary for business success, ensuring that our workforce is skilled and ready to meet the demands of today and tomorrow.

Unified Voice: By providing a unified, collaborative voice for all businesses within the region, we ensure that the needs and interests of our business community are heard and addressed.

LEARN MORE AT WWW.SHAWNEEFORWARD.COM



SHAWNEE FORWARD.COM

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CITY OF SHAWNEE BUSINESS STARTUP ROADMAP

YOUR GUIDE TO START A BUSINESS
IN THE CITY OF SHAWNEE, OKLAHOMA

Starting a business on your own can be a daunting and overwhelming task for those who are unprepared or uninformed. This step-by-step guide will show any aspiring or current entrepreneurs in the Shawnee area the steps they need to take in order to successfully open a business.

1. PLAN YOUR BUSINESS



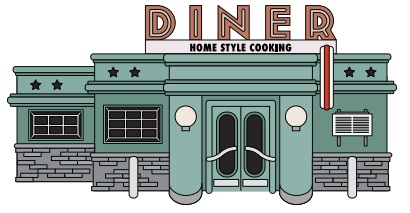
Opening a business involves a nuanced series of steps, and the absence of meticulous planning may cause complexities in the startup process that can lead to substantial expenses before the launch. It is advisable to conduct thorough research across various aspects of your business.

- Develop a marketable business concept
- Identify target market, product, or service customer group
- Determine a business location
- Develop a marketing strategy
- Project start-up expenses
- Create a projected financial statement for three business years (worst case, realistic case, best case scenarios)
- Research competition
- Select advisors (Consultant/ Lawyer/ CPA)

RESOURCES

- **OK Department of Commerce:** okcommerce.gov/business
- **OK Small Business Development Center:** OKSBDc.org
- **Oklahoma City Score:** oklahomacityscore.org

2. REGISTER YOUR NAME AND BUSINESS STRUCTURE



Explore the availability of your desired business name and officially register both the name and the structure of your business at:

OKLAHOMA SECRETARY OF STATE
 421 NW 13th Street, Suite 210
 Oklahoma City, OK 73103
 (405) 521-3912 ▲ SOS.OK.gov

Carefully weigh the tax implications and legal liabilities associated with choosing the appropriate business structure for your organization. Although not mandatory, it is advisable to seek guidance from a qualified attorney and/or certified public accountant (CPA) to determine the most fitting legal structure, (whether it be a sole proprietorship, general partnership, etc.) that aligns with your specific requirements.

3. DETERMINE IF YOUR BUSINESS REQUIRES SPECIAL PERMITS OR LICENSES



Acquire the necessary licenses or permits from the relevant government agencies responsible for issuing such authorizations, along with comprehensive details on regulations and additional operational prerequisites. For specific industry requirements, refer to the resources provided by the Oklahoma Department of Commerce, available at: OkCommerce.Gov/business/licensing

Some businesses will require additional permits or licenses with the county health department and/or the City of Shawnee.

5. REGISTER WITH TAX AUTHORITIES



Businesses may face various types of taxes, such as income tax, employment tax, and sales tax.

For State Taxes and a Sales Tax ID Number, Visit:

Oklahoma Tax Commission
 2501 North Lincoln Boulevard
 Connors Building
 Oklahoma City, OK 73194
 (405) 521-3160

All legal entities, excluding sole proprietors without employees, are required to acquire a Federal Employer Identification Number (FEIN), serving as their Federal Tax Identification Number.

For more federal tax information contact:

Internal Revenue Service
 (800) 829-1040
 IRS.GOV

4. SELECT YOUR BUSINESS SITE ZONING & SITE PERMIT REQUIREMENTS



When choosing a location, it is crucial to verify that the zoning aligns with the nature of your business and that the site adequately fulfills your business requirements concerning factors such as location, dimensions, parking facilities, and other pertinent considerations.

In the event of site remodeling or renovation, it is advisable to submit an application for a building permit. All undertaken work must adhere to prevailing building codes and comply with ADA standards. Collaboration with a licensed contractor possessing proficiency in these domains is likely necessary.

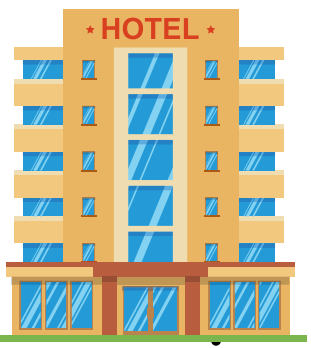
If you need assistance finding a site or marketing data for your site, please contact: **Shawnee Forward** (405) 273-6092 www.shawneeforward.com

If the building will undergo a change of use, you may need to obtain a building permit and Certificate of Occupancy.

The zoning code of the City of Shawnee governs the permissible types and dimensions of both permanent and temporary signs within the municipal boundaries.

For more information regarding building permits & sign regulations, please contact: **City of Shawnee** (405) 273-1250 ShawneeOK.org

6. CALL FOR INSPECTIONS, OBTAIN APPROVALS, AND CERTIFICATE OF OCCUPANCY



A building inspection may be necessary before commencing business operations, particularly if building and trade permits (such as electrical, mechanical, and plumbing) are mandated. Successful completion of final approved inspections is a prerequisite for obtaining a certificate of occupancy.

For more information visit:

City of Shawnee
 (405) 273-1250
ShawneeOK.org



7. EMPLOYER RESPONSIBILITIES

Upon hiring employees, a new set of obligations emerges for a business. This includes the necessity to formally register as an employer, fulfill additional tax obligations, manage the withholding, matching, and submission of employee withholdings, procure workers' compensation insurance, and adhere diligently to regulations governing employee eligibility.

To learn more, please contact:

Oklahoma Employment Security Commission
 OK.GOV / OESC_WEB

You are also required to procure a workers' compensation insurance policy from a private insurance provider.

8. OPEN YOUR BUSINESS



Upon the completion of these steps and the attainment of all necessary approvals, you are prepared to commence business operations!

OK STATE DEPARTMENT OF HEALTH
 Consumer Health Services
 1000 NE 10th Street
 Oklahoma City, OK 73117
 (405) 271-5243
OK.gov/health/protectivehealth/consumerhealthservices

We wish you the best with your new endeavor!

