

# 7 STEPS TO OPENING A BUSINESS IN THE CITY OF EVANS

## STEP 1

### SITE EVALUATION

Verify that the proposed site is located within an area that allows your business.

## STEP 2

### PAUSE BEFORE PURCHASING OR LEASING

Take the time to gather necessary history and expertise before entering into a purchasing or leasing agreement.

## STEP 3

### LAND USE APPROVALS

Obtain approval from the City of Evans Community Development Department.

## STEP 4

### BUSINESS LICENSE APPLICATION

Apply for a Business License through the City of Evans Finance Department.

## STEP 5

### BUILDING PERMITS & APPROVALS

Obtain a Certificate of Occupancy from the City of Evans Building Department. This includes applying for building permits and scheduling the applicable inspections through the Building Safety Division and Fire Department.

## STEP 6

### BUSINESS LICENSE

Obtain a Business License from the City of Evans Finance Department.  
Make sure to renew your license annually by December 31<sup>s</sup>  
Make sure to schedule your annual fire inspections.

## STEP 7

### OPEN YOUR BUSINESS

Congratulations on opening your business in the City of Evans.  
Reach out to the Economic Development Team at the City of Evans to promote the opening of your business.