

Small Business Resource Guide



CHIPPEWA FALLS
AREA CHAMBER

STARTING A BUSINESS

- START-UP
- EXPANSION
- RELOCATION

Starting your own business can be very exciting but also a little scary. It can feel like a dream come true or be completely overwhelming. Complete freedom. Unlimited opportunity. Dreams realized. Responsibilities.

By considering Chippewa Falls as a place for your business, we think you're already on the right track. We want to help make that business start-up smoother by providing you with the basic information and resources. We also recommend you consult with a business advisor, attorney, and accountant when starting a business. For a list of these professionals, please refer to the Chippewa Falls Area Chamber of Commerce [Membership Directory](#).

STRUCTURING THE BUSINESS

A Build Your Business website found at www.onestop.wi.gov/ was designed to make it easy for you to obtain the information you need to seriously plan and prepare for the start or expansion of your business.

NAMING YOUR BUSINESS

When you decide on a name for your company, these resources may help to determine if it is already reserved or in use:

Office of the Secretary of State
608-266-5653
sos.wi.gov

ICANN Internet Corporation
310-301-5800
www.icann.org

Chippewa County Register of Deeds
715-726-7994
chippewacountywi.gov

WI Department of Financial Institutions
608-261-9555
dfi.wi.gov

LEGAL ENTITIES

The following are options for structuring your business. The type of business will affect your liability and tax treatment. Be sure to discuss these options with an attorney or accountant.

- Sole Proprietorship
- Corporation
- Limited Liability Corporation (LLC)
- General Partnership
- Association
- Limited Liability Partnership

STARTING A BUSINESS



BUSINESS PLAN

A business plan is a formal document that explains in detail your strategy for developing a financially successful business. This plan should lay out how you are going to run your business and it will help you organize your thoughts, as well as your resources. Writing a business plan is *mandatory* if you plan to seek business financing.

SHOULD INCLUDE

- Executive Summary
- Company Description
- Market Analysis
- Competitive Analysis of critical risks or problems
- Organization & Management
- Products & Services
- Marketing Strategy
- Operations Plan
- Funding Request or Details
- Financial Plan/Projections

RESOURCES FOR A BUSINESS PLAN

Bureau of Economic Analysis
301-278-9004
bea.gov

Bureau of Labor Statistics
202-691-5200
bls.gov

International Trade Administration
trade.gov

WEDC
608-210-6700
wedc.org

Federal Citizen Information Center
1-866-512-1800
publications.usa.gov

SCORE
715-384-3454
score.org

Small Business Administration
1-800-827-5722
sba.gov

Small Business Development Center
at UW—Eau Claire
715-836-4820
wisconsinsbdc.org/centers/eauclaire/

WI Department of Administration
doa.wi.gov

WI Small Business Development Center
800-940-7232
wisconsinsbdc.org

REGULATORY REQUIREMENTS

Local, State, or Federal licenses and permits may be necessary for a business. For Federal information, contact the Federal Information Center at 1-800-688-9889 or www.doc.gov. A State online resource www.wisconsin.gov will assist entrepreneurs in obtaining state license and permit information. Contact the local municipal clerk's office regarding local permits, licenses, and regulations that may apply.

Local Permits & License Clerks

Chippewa Falls: (715) 726-2719
Cornell: (715) 239-3710
Chippewa County: (715) 726-7980
Lake Hallie: (715) 726-2660
Bloomer: (715) 568-3032
Stanley: (715) 644-5758

Building, Zoning & Land Use Permits

City of Chippewa Falls: City Inspector
(715) 726-2751
Chippewa County Highway Office & Shop
(715) 726-7914
City of Chippewa Falls: City Engineer
(715) 726-2736
Chippewa County Zoning Office
(715) 726-7940

Zoned townships: Anson, Eagle Point, Lafayette, Ruby, Wheaton, Woodmohr, Village of Lake Hallie

State of Wisconsin Permits & Licenses

Department of Safety & Professional Services
(608) 266-2112
drl.wi.gov
Wisconsin Economic Development Corporation
(800) 435-7287
wedc.org

Health, Safety & Environmental Resources

Environmental Protection Agency
(312) 353-2000
epa.gov

OSHA
(715) 832-9019
osha.gov

U.S. Department of Labor
(866) 487-2365
dol.gov.elaws

Americans with Disabilities Act
(800) 514-0301
ada.gov

Department of Health Services Eau Claire
(715) 836-5362
dhs.wisconsin.gov

WI Office of the Commissioner of Insurance
(608) 266-3585
oci.wi.gov

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FINANCIAL RESOURCES

Many federal, state, and local programs exist to assist with business development. The Wisconsin Economic Development Corporation has a broad range of financial assistance programs listed on their website: wedc.org/programs. Contact Ray French at ray.french@wedc.org or (608) 210-6791. Here are additional sources of financial resources to explore:

Chippewa Falls Industrial Development Corporation, (715) 726-2729

Chippewa Economic Development Corporation, (715) 723-7150
chippewa-wi.com/incentives

Chippewa Valley Angel Investors Network, (715) 878-9791
cvain.com

Impact Seven, (715) 434-1717
impactseven.org

Small Business Administration
(608) 441-5263 sba.gov

Small Business Innovation Research
sbir.org

USDA Rural Development
(715) 723-8556 rd.usda.gov

WI Business Development Finance Corporation - WBD
(715) 834-9474 wbd.org

WI Center for Technology Commercialization
(608) 263-7794 wisconsinctc.org

WI Dept. of Veterans Affairs
(800) WIS-VETS dva.wi.gov

WI Housing and Economic Development Authority, (800) 334-6873
wheda.com

WI Women's Business Initiative Corporation
(414) 263-5450 wwbic.com

EMPLOYEE HIRING

Hiring Resources

Americans with Disabilities Act
(800) 514-0301
ada.gov

Employment Posters
(800) DOC-SALE
dwd.state.wi.us

U.S. Department of Labor
(866) 487-2365
dol.gov

Immigration Laws
(800) 375-5283
uscis.gov

New Hire Reporting Center
(888) 300-4473
wi-newhire.com

WI Withholding Tax ID Number
(608) 266-2776
revenue.wi.gov

Chippewa County Job Center
(715) 720-2840
workforcesource.org

Department of Workforce Development
(608) 266-3131
dwd.wisconsin.gov

Chippewa Valley Society for Human Resource Management
chippewavalleyshrm.com

Tax Requirements

Department of Revenue
(608) 266-2776 revenue.wi.gov
Eau Claire Office: (715) 836-6691

Wisconsin Tax Forms and Publications
(608) 266-2486 revenue.wi.org

Compliments of Chippewa Falls Area Chamber of Commerce

We hope this has helped you in planning your new business or expansion. The Chamber would be glad to go through this with you and answer any questions you have about it. Please call the Chamber at (715) 723-0331 to set up an appointment, or email info@chippewachamber.org. Good luck in your future endeavors!

