



## Starting a Business in Montevallo

1. **Study the local market—can Montevallo support your business idea?**
  - a. Review the [Economic Development page](#) on the City's website.
  - b. Review the [2017 Market Study](#) and [Market Profile](#) commissioned by Montevallo Main Street.
  - c. Contact [58 INC](#), Shelby County's economic development organization.
  - d. Contact [Montevallo Chamber of Commerce](#).
  - e. Contact [Montevallo Main Street](#), especially if you'd like to start your business downtown.
2. **Create your Business Plan.**
  - a. See the [Small Business Administration's guidance](#) on writing a business plan.
  - b. Contact [Alabama Small Business Development Network](#) for assistance.
3. **Choose your Business Structure (Sole Proprietorship, Partnership, Corporation, S Corporation, Limited Liability Company, etc.)**
  - a. Review the IRS' [guidance on starting a small business](#).
  - b. Visit the [Alabama Secretary of State website](#).
4. **Identify Business Location.**
  - a. Contact [Montevallo Chamber of Commerce](#) for assistance in any area.
  - b. Contact [Montevallo Main Street](#) for assistance in the downtown area.
5. **Zoning Verification and Building Permits.**
  - a. Schedule meeting with Montevallo City Clerk, [Herman Lehman](#), to verify the zoning and permitted land uses of your prospective location and to discuss building permits for any potential renovations. All renovations must meet the current building code.
  - b. If your business location is in the Urban Core or Scenic Corridor Overlay District, your renovations and signage will be subject to review by the Design Review Committee.
6. **Building Inspection.**
  - a. Schedule building inspection from [Shelby County Development Services](#) at least 3 weeks prior to the date you plan to open your business. Your building inspection must be complete and final before you can proceed to the next step.
7. **Fire Inspection.**
  - a. Schedule fire inspection from [Montevallo Fire Department](#) at least 2 weeks prior to the date you plan to open your business. All building inspections must be complete and final, per Shelby County Development Services, before a fire

inspection can be conducted. To request a fire inspection, review the [Pre-Inspection Checklist](#) and submit a [Request for Fire Inspection Form](#).

**8. Health Department.**

- a. Schedule health department inspection, if applicable to your business type, at least 2 weeks in advance of your opening date.

**9. Purchase business license from City Hall.**

- a. Please note: Before a business license can be issued, you MUST have a complete and final building inspection and fire inspection, and a health department inspection (if applicable).

**10. Open for business!**

- a. Thank you for choosing Montevallo!
- b. Montevallo Chamber of Commerce hosts ribbon cuttings for their dues-paying members. [Contact them](#) for information.