



## Getting Started Guide

### Overview:

- Fill out the Ennovation Center application online. [Click here for the application.](#)
- Acquire the licenses and permits your business needs. We can help with that. We've listed the most common licenses on this document, and we can connect you with any appropriate agency for your business.
- If you have not operated or owned a business before, we recommend applicants take a [business course](#) they find appropriate.
- Once you have everything you need, the last step will be to schedule a time with Xander [awinkel@inedc.biz](mailto:awinkel@inedc.biz) and with the Independence Health Department for an initial inspection.

**Connect with resources to help:** Kansas City has tons of resources to help startup companies! Here are a few places to start.

- [KCSOURCELINK](#) aggregates all the business resources in KC. They are a great place to start. They also post all the business events and classes happening in KC on their [calendar](#).
- [SCORE KC](#) has business classes, and dedicated business mentors.
- [Mid-Continent Public Library](#) has free classes through their Square One program, and they offer free access to industry and demographic databases.
- [The Kansas State Food Lab](#) provides product testing and food science expertise.

**Build the Brand:** Building your business's brand is an ongoing process, but there are a few essentials you'll need to start up.

- What's your company name? You'll need a name to register your business. Do some research; make sure it's a name and brand someone isn't already using.
- Develop a logo. Ennovation Center staff can connect you to local professional designers for the perfect logo. Or, you can look at some [DIY options online](#).
- Develop a web presence. If your website is your primary selling platform, you likely want a professional developer. But, there are plenty of [tools online](#) to make your own website.
- Start thinking about the physical brand: business cards, fliers, packaging. We can help with food product label information including [nutrition labels](#) and [UPC codes](#).
- Have a way to connect with your customers. Social media and online 3rd party review sites are great tools to help with that.



## Getting Started Guide

**Get Legal:** We require all member businesses to have the legally required permits for their business before operating with us. We've listed the most commonly needed permits, but please consult with Ennovation Center staff on what permits your specific business will need.

- [Register your business with the state of Missouri](#). If you have already or choose to register in another state you'll need to apply for a [foreign business entity](#) in Missouri.
  - We can help connect you with a business attorney. Or, you can reach out to the [UMKC Legal Clinic](#) that offers free legal help from their school of law.
- Most businesses will need a [Taxpayer Identification Number with the IRS](#).
- Most businesses will need a [Missouri business tax ID number](#).
- You will need to register your business with the [City of Independence](#).
  - Food businesses must obtain an [Independence Food Establishment Permit](#). You must apply in person at [City Hall](#), and then set up an initial operation and process inspection date with both a city inspector and with the Ennovation Center staff.
  - As a food business manager, you will need to have a [food manager permit from Independence](#). Employees will need food *handler* permits.
  - Some food businesses will have product specific regulations. Some notable examples include:
    - Meat products require [USDA inspection](#).
    - Canned, Jarred goods may require [Better Process Control School](#), and [food lab testing](#).
    - Caterers or businesses sampling food outside of Independence may need local permits in the jurisdictions they are serving. Often business will also have a [Kansas City permit](#).
- Businesses will need business liability insurance with a minimum of \$1 million per occurrence and \$2 aggregate. We can connect you to insurance agents in town. Please include the following organizations on the policy. Both addresses are: 201 N Forest Ave. Independence, MO 64050.
  - Independence Regional Ennovation Center
  - Independence School District
- The Ennovation Center is managed by the Independence Economic Development Council. Upon starting at the Ennovation Center, businesses will have a highly discounted ["incubator" level membership](#) with the Independence EDC (\$8.50/month).

**Get Started!** Once you have everything you need listed in the "Get Legal" section, contact Xander Winkel finalize your membership. [awinkel@inedc.biz](mailto:awinkel@inedc.biz).

- As you get going, let us know how we can help!