

FORMS, PERMITS, AND CONTRACTS

City of Rochester, Department of Neighborhood and Business Development

www.cityofrochester.gov/nbd • (585) 428-6883

The Neighborhood and Business Development offers information on City business services, required licenses and permits, business loans, matching business grants, and more.

Greater Rochester Chamber of Commerce

greaterrochesterchamber.com • (585) 244-1800

The Chamber of Commerce provides small businesses with access to human resource services, staffing, background screening, insurance, business expansion, employee benefits, advertising opportunities, and more.

Monroe County Clerk

www.monroecounty.gov/clerk-dba • (585) 753-1600

Gives instructions for Doing Business As (DBA) filings in Monroe County and provides the necessary forms.

Monroe County Finger Lakes Procurement Technical Assistance Center (PTAC)

www.monroecountyfingerlakesptac.org

(585) 753-2015 or (585) 753-2017

PTAC offers businesses free counseling and workshops on how to identify, compete for, and win government contracts.

New York State Business Express

www.businessexpress.ny.gov • (518) 485-5000

Click on "Custom Business Checklist" to access the Business Wizard app. Answer the questions to learn what regulations apply to your business and retrieve a list of New York State business licenses/permits required.

New York State Department of State, Division of Corporations

www.dos.ny.gov/corps • (585) 473-2492

Information and forms for filing as a Business Corporation, Not-For-Profit Corporation, Limited Liability Company, or Limited Partnership in New York State.

New York State Department of Taxation and Finance

www.tax.ny.gov

See the website for telephone contact numbers

Provides publications, forms, and tax information for businesses.

New York State's Empire State Development (ESD), Rochester Office

www.esd.ny.gov • (585) 399-7050

ESD helps guide you through your business and professional development, with resources for starting a business in NY, renewing licenses and permits, finding incentives, and more. You can also find useful information on New York State business programs and industry specific information by region.

Resources for Starting a Business and Working for Yourself



SCIENCE, HISTORY & SOCIAL SCIENCES DIVISION

Central Library of Rochester and Monroe County

115 South Avenue • Rochester, NY 14604
(585) 428-8110



Monroe County
Library System
www.libraryweb.org

Monroe County Library System



Check your local library for how-to books, videos, software, and more

Visit the Business Insight Center at the Central Library or search the Monroe County Library System's online catalog at www.libraryweb.org for books, eBooks, videos, and more. Try starting with search terms like "small business" or "entrepreneurship." Ask a librarian for help with search strategies and finding other resources.

LOCAL ORGANIZATIONS

The following are Rochester-based organizations that provide information and workshops for individuals who want to explore starting a small business or who currently have a business.

Business Insight Center (BIC) at the Central Library roccitylibrary.org/division/business-insight-center

(585) 428-8130

Located at the Central Library on the 4th floor, the BIC offers the Greater Rochester small business community access to proprietary databases, market research services, business plan examples, mailing lists, and more. The center can also refer you to funding sources, entrepreneur assistance programs, and business mentoring. Request research by phone or schedule an in-person consultation online.

The Carlson Center for Intellectual Property at the Central Library

roccitylibrary.org/division/business-insight-center

(585) 428-8130

Located within the BIC, the Carlson Center provides resources to help inventors conduct a thorough patent and trademark search, evaluate marketability, and work through the process of filing a patent, trademark, or copyright. The center also offers 3D printing and graphing software for prototyping. You can also access the Patent Virtual Assistance Center to virtually consult with a USPTO Patent Examiner through a webcam and remote filesharing.

Center for Urban Entrepreneurship (CUE) at Rochester Institute of Technology

www.rit.edu/business/cue • **(585) 475-6092**

CUE offers workshops, online courses, and networking opportunities for Rochester-based entrepreneurs. Small business owners who have been in business for at least one year can take part in an intensive 6-month capacity building training program. CUE also has a summer program for high school students to introduce them to business concepts, problem solving, and leadership skills.

County of Monroe Industrial Development Agency (COMIDA)

monroecountyida.org • **(585) 753-2000**

The primary goal of COMIDA is to promote, encourage, attract, and develop job opportunities in Monroe County through financial assistance and local resources. COMIDA partners with various Monroe County based schools, agencies, and organizations such as Monroe Community College, NextCorps, RochesterWorks, and more.

The Entrepreneurs Network (TEN)

ten-ny.org • **(585) 753-2031**

TEN's mission is to provide training, education, and networking to tech startups and scalable small businesses in the upstate region. Entrepreneurs can apply to TEN's boot camp program for help building companies that are profitable, scalable, and sustainable.

Greater Rochester Enterprise (GRE)

rochesterbiz.com • **(585) 530-6200**

GRE is an economic development organization that can connect you to the right people and the right resources to expand your company. This includes comprehensive statistical research, supply chain contacts, business partners, potential grants and incentives, workforce training, and more.

NextCorps

nextcorps.org • **(585) 214-2400**

NextCorps is a nonprofit organization offering a suite of services, including education, mentoring, and networking for new startups. They also offer programs to help small businesses scale up their production and find funding. The NextCorps facility includes a robust coworking space with conference rooms, media center, and prototype lab with 3D printers, laser cutters, and hand tools.

PathStone Enterprise Center

theenterprisecenterinc.org • **(585) 340-3385**

PathStone Enterprise Center is a small business lender, with a focus on underserved businesses unable to access capital from traditional sources. In addition to funding, PathStone offers training and technical assistance.

Rochester Makerspace

rocmakers.org • **(585) 467-5565**

For \$40 a month, Rochester Makerspace grants access to tools & equipment such as 3D printers, laser cutters, CNC routers, and more. They offer classes on their equipment and the opportunity to share ideas with other inspired and talented makers.

SCORE, Rochester Chapter

greaterrochester.score.org • **(585) 263-6473**

Small business owners can use SCORE to access free business counseling, a variety of low-cost or free workshops on starting and running a business, and a large library of blogs and tools. SCORE also advises nonprofit startups on strategic planning, governance, and marketing. SCORE is a resource partner of the Small Business Administration (SBA).

Small Business Development Center (SBDC) at SUNY Brockport

www.nyssbdc.org

Click on "Locations" then select "SUNY College at Brockport SBDC" **(585) 395-8410**

The SBDC offers free counseling, training, webinars, and business research on starting and running a business. Their consulting services help small business owners discover funding sources, develop marketing plans, comply with licensing and regulations, assess an invention's viability, write business plans, and more. They can also help with MWBE certification applications and selling to government agencies.

United States Small Business Administration (SBA), Rochester Branch

www.sba.gov • **(585) 263-6700**

Provides information on small businesses, SBA guaranteed small business loans, and other special lending programs. Use the "Learning Center" to take in depth courses on planning, launching, managing, managing, and growing a business. The Rochester branch is the SCORE office on State Street.

Urban League of Rochester, N.Y., Inc. Business Development Center

www.ulr.org • **(585) 325-6530**

The Urban League of Rochester is an Entrepreneurship Assistance Center (EAC) with technical assistance, workshops, and one-on-one assistance on starting and running a business. Programs are focused on helping women and minority owned businesses, as well as dislocated workers, the disabled, and other aspiring businesspersons.

Volunteer Legal Services Project of Monroe County, Inc. Micro-Entrepreneur Pro Bono Program (MPBP)

www.vlsprochester.org • **(585) 295-5703**

The MPBP matches transactional attorneys to clients to provide free legal assistance to eligible low-income Monroe County residents who wish to start or develop businesses in economically distressed neighborhoods. The program also offers free legal assistance on incorporation, contracts, licenses and permits, intellectual property, and more.