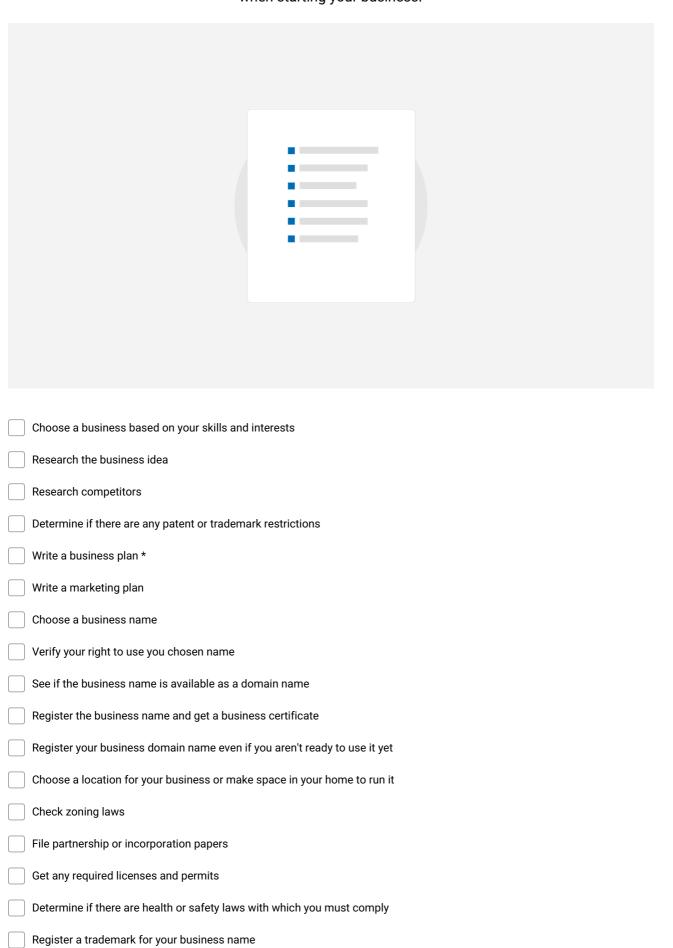# Business Start Up Checklist

The business start-up checklist below is meant to remind you of the tasks you may have to perform when starting your business.

- ☐ Choose a business based on your skills and interests
- ☐ Research the business idea
- ☐ Research competitors
- ☐ Determine if there are any patent or trademark restrictions
- ☐ Write a business plan *
- ☐ Write a marketing plan
- ☐ Choose a business name
- ☐ Verify your right to use you chosen name
- ☐ See if the business name is available as a domain name
- ☐ Register the business name and get a business certificate
- ☐ Register your business domain name even if you aren't ready to use it yet
- ☐ Choose a location for your business or make space in your home to run it
- ☐ Check zoning laws
- ☐ File partnership or incorporation papers
- ☐ Get any required licenses and permits
- ☐ Determine if there are health or safety laws with which you must comply
- ☐ Register a trademark for your business name

- [ ] Register copyrights for business intellectual property

- [ ] Apply for a patent or provisional patent for inventions

- [ ] Have a business phone line installed if you will be working from home

- [ ] Order phone, Internet, and any utility services needed for a business location that isn't homebased

- [ ] Get appropriate business insurance for your business

- [ ] Arrange for health insurance coverage if needed

- [ ] Talk to an accountant about your tax obligations & record keeping requirements

- [ ] Apply for a sales tax number if needed

- [ ] Apply for an FEIN if needed (Federal Employer Identification Number)

- [ ] Inquire about workers compensation insurance and unemployment insurance if you will be hiring employees