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

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