

GETTING STARTED IMPLEMENTATION CHECKLIST

If you have decided to move forward with your business concept, the following checklist of basic implementation steps may serve as a reminder of some of the details facing you. Modify the list, and be sure to check into your specific requirements for your city.

IMPLEMENTATION CHECKLIST

1. Protect your idea. (Patents, Copyrights, Trademarks, Brand Names)
2. Finalize business name and structure. File "doing business as" (DBA) registration.
3. Identify capital required and seek necessary debt or equity.
4. Secure facilities or equipment.
5. Obtain insurance for facilities/equipment or other needs.
6. Check state license requirements. Secure licenses, permits or bonding where necessary.
7. Check certification requirement.
8. Check local license requirements.
9. Check zoning for business location.
10. Obtain income tax information.
11. Check on other local/state taxes that may apply to your business.
12. Obtain federal tax ID. number, if needed.
13. If hiring employees, check on federal and state requirements.
14. Check on environmental issues with regulatory agencies, if needed.
15. Check to determine if you must comply with American with Disabilities Act (ADA).
16. Establish accounting system.
17. Establish bank account.
18. Publicize and promote new business.
19. Other: _____