

## Business Checklist

- Do you have a business plan?
- Do you know what form of legal ownership (sole proprietor, partnership, corporation) is best for your business?
- Do you know whether your business will require a special permit and how to obtain it?
- Have you obtained an EIN (Employer Identification Number) for your business?
- Have you found a business location? Have you determined if the location and building is compatible with proposed intended zoning usage?
- If changes to the exterior or interior changes are required for the property have you contacted the Construction Department to acquire the correct permits?
- Have you obtained any business or other required State or local licenses applicable to the business operation?
- Do you know how to compute the financial “break-even point” for your business and how to prepare and/or interpret a balance sheet, income statement, and cash flow statement?
- Do you know how to compute the start-up costs for your business?
- Do you know how a business loan can impact your credit and are aware of the various loan programs available from banks in your area and the Small Business Administration?
- Are you sure your planned business fills a specific market need? Do you know your target market and where to find demographic data and information about your customers?
- Do you have a marketing plan?
- Do you understand the tax requirements associated with your business?
- Do you know how to learn about your business competitors?
- Do you have a payroll process planned for your business?
- Do you have a customer service strategy in mind or in place?
- Do you know whether your business should have some form of intellectual property protection?
- Do you know where to obtain information about regulations and compliance requirements that impact your business?
- Have you scheduled the proper inspections with the applicable agencies?
- Have you scheduled your final building inspection? Have you obtained your Certificate of Occupancy?