

STARTING A BUSINESS CHECKLIST

Starting a successful business requires a great deal of preparation. The following is a list of recommendations to help you get your business off to a good start. For a more comprehensive checklist, please see pages 1- 4.

1. Preparation

- Knowledge & Experience Research
-

2. Planning

- Business Plan Seek professional advice
 Financing Business Assistance Programs
-

3. Select Your Business Name and Structure

- Understand business structures Check business name for availability at www.filinginoregon.com
-

4. Register Your Business at www.filinginoregon.com

5. Tax Information for Income & Businesses

- Federal Taxes & ID Number State Taxes
 Local Taxes Property Taxes
-

6. Licensing

- Check the Business Wizard at www.filinginoregon.com Check License Directory - Oregon Licenses, Permits and Registrations
-

7. Other Requirements, if needed

- Department of Environmental Quality Comply with ADA law
 Patents, Copyrights, and Trademarks Using music in your business
 Buying wholesale for your business
-

8. Hiring Employees

- Review *Employer's Guide for Doing Business in Oregon* at www.filinginoregon.com
-

9. Ongoing Registration Requirements

- Renew business registrations, business licenses, and occupational licenses