McMinnville | ECONOMIC DEVELOPMENT PARTNERSHIP

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.

☐ **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 sos.oregon.gov/business

☐ **4. Register Your Business at SOS.oregon.gov/business**

☐ **5. Tax Information**

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

☐ **6. Licensing**

- ☐ Check the Business Wizard at sos.oregon.gov/business
- ☐ Check License Directory – Oregon Licenses, Permits and Registrations

☐ **7. Other Requirements, if needed**

- ☐ Buying wholesale for your business
- ☐ Comply with ADA law
- ☐ Patents, Copyrights, and Trademarks
- ☐ Using music in your business

☐ **8. Hiring Employees**

- ☐ Review *Oregon Employer's Guide*

☐ **9. Ongoing Registration Requirements**

- ☐ Renew business registrations, business licenses, and occupational licenses