



## Business Start-Up Checklist

- ☒ Conduct the appropriate research on your industry, target market and competition.
- ☒ Develop a business plan.
- ☒ Determine your company's business structure.
- ☒ Choose and register your business name.
  - Proprietorships or Partnerships need to contact the Office of the Register of Deeds in the county/counties where the business will operate.
  - Corporations and LLCs should contact the Corporations Division to reserve its business name.
- ☒ Contact the North Carolina Secretary of State's Corporations Division to determine if your business is subject to any state licensing.
- ☒ Obtain a Mecklenburg County Tax License, which is required for anyone doing business in Mecklenburg County.
- ☒ Contact the city/county to obtain any necessary occupational licenses and/or permits.
- ☒ Verify any operating restrictions that your business location may have; for example, Homeowners Associations Codes, Covenants and Restrictions and city/county zoning laws.
- ☒ If necessary, acquire a Federal Employer Identification Number.
- ☒ If you have or plan to have employees, familiarize yourself with state and federal labor regulations.
- ☒ Explore any necessary financing options for your business.
- ☒ Meet with an accountant, attorney and insurance agent to ensure your business' success.
- ☒ Join the Charlotte Chamber, and get involved with the local business community.