

Checklist for Starting Your Business

1 BUSINESS PLANNING

Draft a business plan.

2 LOCATION

Choose a location and draft a detailed floor plan.

3 ZONING AND PERMITTING

Contact the Building Department and determine which building permits or certificates you may need.

Ensure signage meets regulation.

Check with the Conservation Commission that you meet wetland regulation.

4 LICENSING

Check with the Licensing Board for any necessary permits.

5 BUSINESS CERTIFICATE

Get a Doing Business As (DBA) Certificate from the City Clerk (only if company will be a sole proprietorship or general partnership).

6 TAXES

Visit the City Assessors Office.

File the appropriate forms then begin bill payments in person or by mail.

7 INTERNAL REVENUE SERVICE

File federal tax forms for your business.

Get a federal tax identification number.

8 MASSACHUSETTS DEPARTMENT OF REVENUE

Contact the Massachusetts Department of Revenue.

File Massachusetts state tax forms for your business.

Get a Sales Tax Registration Number and Certificate.

9 INSURANCE

Do a risk assessment and inventory of your business's facility and property.

*Source: Navigating through Regulations and Licensing Requirements:
A Guide for Entrepreneurs in New Bedford in Twenty Occupations,
Pioneer Institute for Public Policy Research*