



STARTING A BUSINESS

Starting a successful business requires a great deal of preparation. The following is a list of recommended steps to help you get your business off to a good start.

1. Preparation

- Knowledge & Experience
 - Research Target Market
 - Identify a Need
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2. Planning

- Business & Marketing Plans
 - Seek Professional Advice/Mentor
 - Business Assistance Programs/Training
 - Financing – startup & cash flow
 - Sourcing
 - Distribution
 - Research Zoning/Sign Ordinances at City or County Planning Office
 - Choose Location/Address
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3. Select Your Business Name & Structure

- Understand Business Structures
<http://www.oregon.gov/business/Pages/choose.aspx>
 - Check Business Name for Availability at
sos.oregon.gov/business/Pages/find.aspx
 - Check Business and Domain Name Availability on the Internet
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4. Register Your Business at SOS.oregon.gov/business

5. Tax Information

- EIN & BIN numbers, as needed
 - Federal Taxes
 - State Taxes
 - Property Taxes
 - Local Taxes (Transient Room Taxes & Personal Property Taxes)
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6. Licensing

- Check the License Directory - <https://apps.oregon.gov/sos/licensedirectory>
 - Check with City for Business Licensing Requirements
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7. Other Requirements & Best Practices, as needed

- Buying Wholesale for Your Business
 - Patents, Copyrights, & Trademarks
 - Establish Business Bank Account
 - Using Music in Your Business
 - Research Insurance Needs: Property, Vehicle, Liability, Workers Comp, Professional Liability
 - Comply with ADA law
 - Establish Web Presence
 - Establish Utility Accounts
 - Establish Phone Number
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8. Hiring Employees

- Review Oregon Employer's Guide
<https://sos.oregon.gov/business/Pages/business-publications.aspx>
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9. Ongoing Registration Requirements

- Renew Business Registrations, Business Licenses, and Occupational Licenses
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Excerpted from *Oregon Start A Business Guide* (with additions by NEOEDD staff)

Found on the Oregon Secretary of State website:

<https://sos.oregon.gov/business/Pages/business-publications.aspx>

For business planning classes, referrals and financing, contact:

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