

## **Business Checklist**

Congratulations on your decision to start a business in Coatesville! We recognize that you could open your business anywhere, and we appreciate that you've chosen our City as the location for your new endeavor.

This Business Checklist is a helpful tool to get you started. Should you require more detailed information or have any questions, please feel free to contact us at [info@2ndCenturyAlliance.org](mailto:info@2ndCenturyAlliance.org).

### **Develop a Business Plan**

- Executive Summary
- Market Research
- Company Description
- Products and/or Services
- Organizational Structure
- Marketing and Sales
- Financial Projections

### **Choose a Legal Business Structure**

- Name Copyrights
- Type of Business (LLC, Nonprofit, Corporation, etc.)
- Licensing
- Federal Employer Identification Number
- Tax Bureaus and Sales Tax Reporting
- Bureau of Health (if food-related business)
- Other Industry-Specific Licensing Required

### **Find a Business Location**

- City permitting process
- Review of zoning information
- Parking requirements
- Contact 2<sup>nd</sup> Century Alliance for location assistance