

Business Licensing Guide

This playbook outlines the steps required for small business owners to identify and acquire the necessary licenses and permits to legally operate their business.

Step 1: **Research**

Start by researching the specific licenses and permits required for your type of business and location. Look at local, state, and federal guidelines. Resources might include the Small Business Administration (SBA) website, local Chamber of Commerce, and professional licensing boards.

Step 2: **Local Requirements**

Visit or contact your city or county government offices. Inquire about local business licenses, zoning permits, health permits, signage permits, and home-based business regulations if applicable.

Step 3: **State Compliance**

Check with your state's business licensing office for necessary state-level permits and licenses. This may include sales tax permits, state business operation licenses, and occupational licenses for certain professions.

Step 4: **Federal Rules**

Determine if there are any federal regulations pertaining to your business. Some business activities such as agriculture, alcoholic

beverages, broadcasting, and transportation may require federal licenses or permits.

Step 5: Application

Gather all application forms required by the local, state, and federal agencies. Fill out the applications ensuring accuracy and completeness to avoid delays.

Step 6: Inspections

Schedule inspections if necessary for your business location to comply with local health, fire, building, and zoning codes.

Step 7: Submit & Pay

Submit the filled applications to the respective agencies along with any required fees. Fees will vary based on location, business size, and type.

Step 8: Follow-up

After submitting, follow up with the agencies to check on the status of your applications. Provide any additional information if requested and ensure you remain compliant with requests and deadlines.

Step 9: Receive & Display

Once approved, receive your licenses and permits. Display them prominently in your place of business as required by law.

Step 10: **Renewal**

Keep track of the expiration dates and requirements for renewing your business licenses and permits. Set reminders to renew in advance to avoid any lapse in licensing.

General Notes

Consult an Expert

Consider consulting with a lawyer or business consultant who specializes in business laws for your industry to ensure you have all the appropriate documentation.

Stay Informed

Licensing and permit requirements can change. Stay informed by regularly checking government websites or subscribing to local business newsletters.