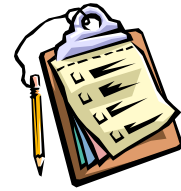


**Business License and Permits Checklist**  
**([www.myownbusiness.org](http://www.myownbusiness.org))**



<b>Doing Business As (DBA) Checklist</b>	<b>Date Completed</b>
Made sure the name is not already in use	
Picked up appropriate forms from county offices	
Paid the registration fee and submitted forms	
Fictitious Name Notice In Local Newspaper	

<b>Local, State, and Federal License Checklist</b>	<b>Date Completed</b>
Picked up appropriate city/county forms for basic business operation license	
Applied for federal employer identification number	
Obtained any necessary zoning and land use permits (Examples – New manufacturing businesses and certain home based businesses)	
Obtained any necessary health department permits (Example – businesses involved in the preparation or sale of food)	
Obtained any necessary fire department permits For businesses that attract large numbers of people (Examples - Restaurants, bars, clubs)	
Obtained any necessary state issued business licenses or permits (For the sale of – Liquor, Lottery Tickets, Gasoline, Firearms)	
Obtained any necessary occupational / professional licenses for state regulated services. (Examples - Medical care, Auto repair, real estate sales, insurance sales, cosmetology, etc)	
Obtained any necessary special federal business license or permits (Investment advising, Drug manufacturing, preparation of meat products, broadcasting, ground transportation, manufacturing of tobacco, alcohol, firearms)	

<b>Sellers Permit Checklist</b>	<b>Date Completed</b>
Picked up appropriate forms from state office	
Registered in person or by mail	