

CHECKLIST FOR STARTING A SMALL BUSINESS

- ☐ Choose the most appropriate business structure:
 - Sole Proprietorship
 - Partnership
 - Corporation
- ☐ Choose a name for your business.
- ☐ Conduct a business name search.
- ☐ Register your business name or complete the incorporation process.
- ☐ Conduct relevant market research.
- ☐ Develop a Business Plan and Marketing Strategy.
- ☐ Choose a location for your business.
- ☐ Check Municipal Zoning requirements.
- ☐ Determine if and municipal, provincial or federal permits and/or licenses are required.
 - Sign Permit
 - Occupancy Permit
 - Tenant Permit
- ☐ Obtain a Business Number and register for HST through Canada Revenue Agency.
 - 1-800-959-5525
- ☐ Open a business bank account,
- ☐ Investigate business insurance requirements.
- ☐ Register any applicable patents, trademarks, copyrights or industrial designs through the Canadian Intellectual Property Office.
- ☐ If business operations include import/export, consult with Canada Border Services Agency.
- ☐ Investigate registering an internet domain and establishing a web-presence.
- ☐ Investigate establishing a social-media presence.

If Hiring Employees:

- ☐ Become familiar with the employer requirements under the Employment Standards Act.
- ☐ Open a Payroll Deductions account through Canada Revenue Agency.
 - 1-800-959-5525
- ☐ Register with the Workplace Safety and Insurance Board (WSIB).

Please note this list is not exhaustive and is for informational purposes only. For additional support, visit yorklink.ca/smallbusiness to book a free consultation with a Small Business Advisor.