

# New Business Checklist

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Below are items to consider when starting your business. This is a general list and may not cover all items that you may need to address with your proposed new business. It is also important to determine the time required to obtain the necessary permits and licenses.

- Consider creating a Business Plan.
- Determine the Legal Structure of your business.
- Determine funding for your business.
- Research Grant & Loan funding opportunities.
- Register your business name.
- Obtain Wisconsin Sales and Use Tax Permits.
- Obtain Federal Tax ID Number.

## **Local Resource for City of Antigo**

**Langlade County Economic Development Corporation**

**312 Forrest Avenue, Antigo WI 54409**

**Angie Close, Director**

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[www.langladecountyedc.org](http://www.langladecountyedc.org)

## **Zoning/Permitting/Licenses**

- Determine your business location and what it is zoned.
- Check Zoning Code to see if this type of business is allowed or conditionally allowed in that location.
- Note that outdoor activities may have additional requirements.
- Determine what city licenses & permits that you will need and time required to obtain them, especially alcohol related licensing.
- Determine what State Licenses (restaurant, hotel, etc..) that you may need.
- Notify building official of any remodeling plans and obtain permits if applicable.
- Apply for Sign Permit.
- Check for parking restrictions or permits where your business is located.
- Complete application for utilities, if applicable.
- Overnight lodging requires a Room Tax Permit.

For additional information regarding the zoning code, inspections and signs, please contact the Building Inspector/Zoning Administrator. For questions regarding licensing, please contact the Clerk-Treasurer/Finance Director. For financial information you should consult with an accountant. For legal information, you should consult with an attorney.

Please feel free to reach out with any questions. We are here to help. Welcome to our community.

**City of Antigo**

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