City of Newcastle
Checklist for Starting a New Business

Assistance and Information Resources:

☐ Free Assistance in Starting or Expanding a Business:


- **Washington State Small Business Development Center** – Helps business owners reach the next level of success by providing no-fee, confidential counseling on management topics. Offices can assist with free business planning, market planning and research, merchandising and advertising, purchasing or selling a business, record keeping and taxes, personnel issues and more. Also, the team of professionals can critique your business plan within a two-week period. There are multiple offices throughout the area and each counselor has unique specialties and experiences. Biographies can be found at [http://www.wsbdc.org/ListResults.cfm](http://www.wsbdc.org/ListResults.cfm). Three local representatives are:
  - Corey Hansen (Bellevue Office)- 425-564-2888 or wsbdc@bcc.ctc.edu
  - Kirk Davis (Kent Office)- 253-856-9595 ext. 5041 or kdk@greenriver.edu
  - David Young (Seattle Office)- 206-389-2922 or dybusiness@comcast.net

- **Service Corps of Retired Executives (SCORE)** - In partnership with the SBA, SCORE volunteers are working and retired business owners, educators and professionals. SCORE can also help with starting a business, marketing, sales, growth management, leadership and non-profit assistance. More information on SCORE can be found online at [www.score.org](http://www.score.org). The nearest SCORE office is at Bellevue Community College and can be reached at 425-564-2888.

- **Washington State Office of Minority & Women’s Business Enterprises (OMWBE)** – Provides assistance to state agencies and private businesses in identifying opportunities for OMWBE–certified firms. Also partners with the SBA to provide training and assistance to certified firms interested in federal contracting opportunities and financing programs. For more information, call Ernie Huntley at (360) 280-4222 or visit [www.omwbe.wa.gov](http://www.omwbe.wa.gov).

- **Additional Resources**
  - City of Newcastle (425) 649-4444
  - King County Library- Bellevue Regional Branch (425) 450-1765
  - Newcastle Chamber of Commerce (253) 627-2175
Steps for the New Business Person:

☐ Develop your business plan.
Business experts say developing a written business plan is the most important thing you can do before beginning a business. Existing businesses should continually update their plans. For assistance in developing your business plan contact the Small Business Development Center (contact provided on assistance page).

☐ Decide upon your business structure.
Legal and tax implications differ according to business structure. You may wish to obtain legal advice before making this decision. If you decide to register as a corporation, LLC, LP or LLP, contact the Secretary of State’s Corporations Division at (360) 753-7115 or go to the following web site: www.secstate.wa.gov/corps

☐ Decide upon your bookkeeping and accounting system.
For information on bookkeeping systems, or tax planning, consult with your accountant, Small Business Administration (SBA) or Small Business Development Center (SBDC).

☐ Determine Federal Tax Requirements
Contacting the Internal Revenue Service at 1-800-829-3676 or www.irs.gov.

☐ Obtain necessary licenses and permits.
- State Business License
  Washington’s one-stop registration process requires filing a Master Business Application to obtain a UBI (Unified Business Identifier) number and to register trade names. The following web site can provide more information: www.dol.wa.gov/business

- Specialty License
  Some business activities require specialty licensing, permits or certifications. For more information, contact the Master License Service of the Department of Licensing at (360) 664-1400. On-line license filing is now available at http://www.wa.gov/dol/.

- Local Licenses and Permits
  In addition to a state license, you will need a City of Newcastle business license. You can get an application at www.ci.newcastle.wa.us/economicdevelopment or by calling (425) 649-4444. You may also need to check with the City regarding zoning and building code regulations.

☐ Insurance
Consult with your insurance agent about fire, automobile, employee health, bonding, life, and fidelity insurance and against employee theft, burglary, vandalism or other business interruption.

☐ Legal Advice
Consult an attorney about your business form of ownership, leases and contracts.
Determine regulatory and record-keeping requirements.
These vary with the form, nature and location of your business. Refer questions about Washington State taxes to the Department of Revenue at 1-800-647-7706.

- Wage Regulations & Posters
  For questions concerning wage regulations and required workplace posters, contact the Washington Department of Labor & Industries/Employment Standards at (360) 956-5316, or visit their web site at www.wa.gov/lni.

- Industrial Health & Safety Regulations
  For information on health and safety rules, contact the Department of Labor & Industries/Division of Industrial Safety and Health at 1-800-423-7233 or visit their web site at www.wa.gov/lni.

- Industrial Insurance
  For information on hiring employees, insurance, and tax withholdings for employees, contact the Department of Labor & Industries/Division of Industrial Insurance at 1-800-547-8367 or (360) 956-4817 or visit their web site: www.wa.gov/lni

- Environmental Regulations
  To find out which state and federal environmental permits are needed for your business, visit the Washington Department of Ecology’s Online Permit Assistance System (OPAS) at www.wa.gov/ecology/sea/pac or call (360) 407-6000.

- Unemployment Insurance
  Refer questions about unemployment insurance for your employees to the Washington Employment Security Department at (360) 902-9360 or visit www.esd.wa.gov

- New Hire Reporting
  Report each newly hired or rehired employee to Washington Department of Social and Health Services (DSHS) at 1-800-562-0479. (You will also report new hires to the Employment Security Dept. each quarter).

Fire Regulations
The City of Newcastle contracts Fire Service with the City of Bellevue. Contact your local fire officials at (425) 452-5250

Public Utilities
Contact the Newcastle Public Works Department regarding sewer, water and solid waste questions at (425) 649-4444.

Health Regulations
Contact the King County Health Department at (206) 296-4600 or http://www.metrokc.gov/health/foodsfty/foodbusiness.htm for food related businesses. Food borne illness remains an important public health concern and properly coordinating with health officials early in the process is essential.