

Checklist: Legal Requirements to Open a Coworking Space

This guide will help you check all legal requirements before starting a new coworking space.

Business Requirements

- Legal Structure and Registration**
Legal structure, business license and mandatory insurances.
- Licenses and Permits**
Special licenses (if you are serving food, hosting events, etc.).
- Rental or General Contract Law**
What kind of agreement will you choose for your space?
- Tax Regulations**
Are you ready to tackle taxation? Is your business tax registered?
- Invoicing**
Is your coworking space ready to file and receive invoices?
- Transparency Rules**
What kind of information do you have to legally disclose?
- Employer Rules**
Labor laws on wages, hours, benefits, etc.

Customers

- Business Contract Law**
Establish an agreement between you and your members.
- Dispute Resolution Policies**
Not a must, but will most likely prevent legal complications in the future.
- Anti-Money Laundering**
You might be required to run or provide background checks on your members.
- Customer Protection Laws**
Make sure you are clear and concise about the services that you provide.

Onsite Requirements

- Fire Safety**
Clear escape routes, proper fire doors, fire extinguishers, etc.
- Accident Prevention**
Consider your country's accident prevention guidelines.
- Accessibility**
Wide doorways and hallways, elevators, accessible restrooms, etc.
- Health Codes**
Maintaining cleanliness, providing sanitizing stations, ensuring proper ventilation, etc.
- Workspace Guidelines**
Providing adjustable furniture, good lighting, a quiet environment, etc.
- Environment**
Waste management, recycling, environmental compliance laws, etc.

Online Requirements

- Privacy & Data**
Understand how and where you can store the data of your members.
- Cybersecurity**
Protecting your business' and users' data is a legal responsibility.
- Online Accessibility**
Similar to physical accessibility, your company must be accessible to disabled users online.

Checklist Coworking Spaces

Pavla M. Selepa



Checklist Coworking Spaces:

Unveiling the Magic of Words: A Review of "**Checklist Coworking Spaces**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Checklist Coworking Spaces**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book's central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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