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.

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.

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.

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.

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Didier Musso

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