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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H Kauffman

Checklist Coworking Spaces:

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