

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?

☐ Virtual Office as a Service

Are you familiar with the laws behind virtual offices?

☐ Tax Regulations

Are you ready to tackle taxation? Is your business tax registered?

☐ Invoicing

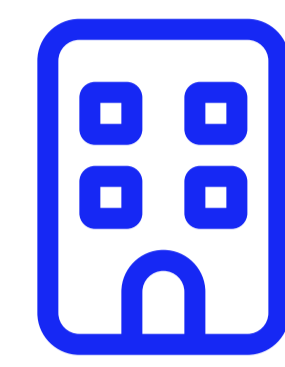
Is your coworking space ready to file and receive invoices?

☐ 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.

Full article available at cobot.me/en/coworking-first-steps