

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

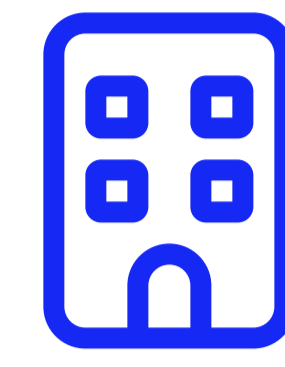
Is your coworking space ready to file and receive invoices?

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

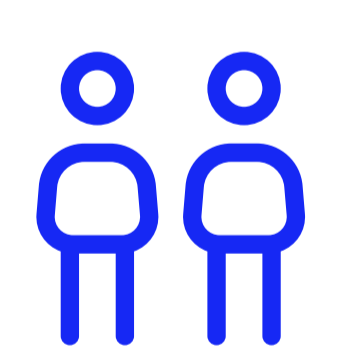
Maintaining cleanliness, providing sanitizing stations, ensuring proper ventilation, etc.

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.