

Barbershop or Salon Starter Guide

This guide tells you which forms you need to fill out, offices to visit, and decisions to make when starting barbershop or salon in Minneapolis.

For additional support, call 612-673-2499 or email smallbusiness@minneapolismn.gov

Minnea	polis
City of Lakes	

	Create a Plan	Choose a Location	Register Your Business
	Are you ready to be an entrepreneur? Planning, launching, and running a business is a lot of work. Ask yourself these 20 questions before starting the process. https://goo.gl/4CmNrk	Visit the Minneapolis Development Review Customer Service Center at 250 South 4th Street, Room 300. You will meet a Development Coordinator (DC) who will provide ongoing guidance on all City building and health	Verify the name you would like for your business is available. You can use the Secretary of State Online Business Services page to check name availability. https://goo.gl/3ttDys
	Connect with a small business consultant at a service provider through the Minneapolis Business Technical Assistance Program (B-TAP) to access business training,	regulatory requirements. Find a location zoned for your business. Get your location approved by zoning before signing your lease.	Choose a business structure. Decide what type of business structure is right for your business. https://goo.gl/hmwa6K
	support, and advice for opening your business. http://www.minneapolismn.gov/business/B-TAP	https://goo.gl/ar3Hr4 If any building changes are required to bring your	Register your business with the MN Secretary of State. LLCs, Corporations, Nonprofits, and Limited Partnerships must register with State of Minnesota.
	Building a relationship with a small business consultant can be a crucial step in your journey as	space up to code, you may need to hire an architect and general contractor.	https://goo.gl/C7rJW5 File a Certificate of Assume Name if you will be using
	write a business plan to map out your steps and ensure your business will start and run successfully. http://www.bplans.com	Your general contractor will pull construction permits, oversee work, and schedule inspections with the City.	a name other than your given name, the names of your partners, or the officially registered name of your LLC or corporation. https://goo.gl/6b8Mpe Apply for a MN Tax ID and a Federal Employer ID
	Using calculations from your business plan, determine how much capital you will need to start your business.	Request Sewer Availability Charge (SAC) determination letter. You may be required to pay a fee for the waste water your business will generate. This fee can be high, so get an estimate early to plan for the cost.	Number. Both are used to identify your business. If you are a sole proprietor, you may be able to use your Social Security Number instead. https://goo.gl/aHRucU
	Secure financing for your business by connecting with a lender from a community bank, credit union, or Community Development Financial Institution.	https://goo.gl/UjXjx8. Check if you qualify for the City's SAC deferral program for small businesses. https://goo.gl/8ZvxxJ	Before you begin withholding state taxes, you must register for a Minnesota tax ID number. If you fail to register prior to withholding Minnesota taxes, you may be subject to a \$100 penalty.
	Determine if you qualify for any of the City's financing resources offered through Community Planning and Economic Development (CPED). https://goo.gl/e5yVLT	Your SAC determination letter is needed to get a signed zoning addendum from the City, which is a requirement for your State license application.	Research the insurance you will need, such as workers' compensation, liability, and disability insurance. If you will have employees, your workers compensation insurance policy number is required to complete your
	In addition to any personal savings you're using, ask family and friends to invest in your business.	Review American with Disability Act (ADA) guidelines to make sure the location you've chosen is accessible and meets all ADA requirements. https://goo.gl/xMLWFw	business license application. http://www.dli.mn.gov/WC/Employer.asp
	Lenders will want to see that you have some initial capital invested in your business before underwriting a loan.	Sign your lease. Before you sign, review your lease with a lawyer.	If you register your business before choosing a final location, you will have to update your registration with the new address.

To speak with a Development Review Coordinator or Business Licensing Representative, visit the Minneapolis Development Review Customer Service Center

Free Parking is available.

http://www.ci.minneapolis.mn.us/mdr/mdr_location-and-parking



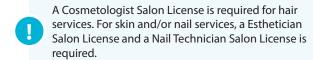
Mon - Wed, Friday | 8:00 AM - 3:00 PM Thursday | 9:00 AM - 3:00 PM





Get Your License

Understand the requirements. Barbershops, hair and nail salons all have different requirements and are licensed by the State of Minnesota. Learn more about requirements for a Salon at https://goo.gl/vCKWtq and requirements for a Barbershop at https://goo.gl/tRwPNq



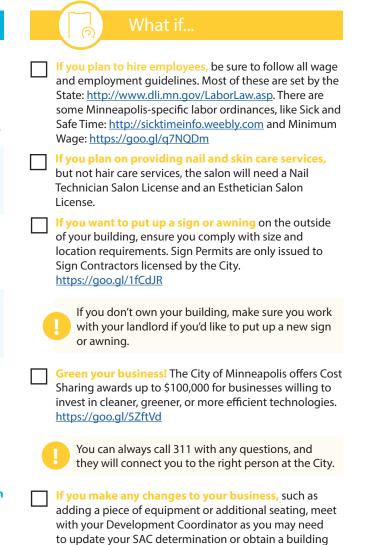
Review the State license application for opening a salon https://mn.gov/boards/cosmetology or a barbershop https://goo.gl/1zsiEO in Minnesota.

While you don't need a City business license for a barbership or salon, you will need signed zoning addendum from the City for your State license application.

Make a plan to have licensed staff on site. A Salon requires a Designated Licensed Salon Manager (DLSM) on site at all times, even when not present at the salon. A Barbershop must have a registered Master Barber in the shop during hours of operation. Learn how to become a Salon Manager here: https://goo.gl/tCHgpP or a Master Barber here: https://goo.gl/ioUNvN

Gather and submit documents and license application to the State of Minnesota, including your current professional liability insurance, worker's compensation insurance, active articles of organization or corporation, and a diagram of salon or barbershop floor plan.

A Certificate of Occupancy is required before you can open to the public. You must schedule a final inspection by calling 612-673-2327.



permit.

