

Home Bakery Business Setup Checklist

Complete these steps before taking your first paid order

Sweet Tube

YOUR BUSINESS FOUNDATION

- ☐ Choose your business name
- ☐ Check name availability (state business registry + Google + social)
- ☐ Decide on business structure (Sole Proprietorship or LLC)
- ☐ Register your business with your state
- ☐ Apply for your EIN (free at IRS.gov — takes 10 minutes)

YOUR MONEY SETUP

- ☐ Open a dedicated business checking account
- ☐ Set up a business PayPal, Venmo, or Square account for payments
- ☐ Create a simple spreadsheet to track income and expenses
- ☐ Research your state's sales tax requirements for baked goods

YOUR LEGAL COTTAGE FOOD REGISTRATION

- ☐ Look up your state's Cottage Food Law (sweettubeacademy.com/cottage-food-laws)
- ☐ Register with your state's Department of Agriculture (if required)
- ☐ Get your Cottage Food permit or license (if required by your state)
- ☐ Understand your state's sales limits and allowed venues
- ☐ Research whether farmers markets in your area require additional permits

YOUR BUSINESS PROTECTION

- ☐ Research home-based food business insurance options
- ☐ Get a Home Bakery / Cottage Food insurance policy
- ☐ Save your policy number and provider contact in an easy-to-find place

YOUR BUSINESS PRESENCE

- ☐ Set up a dedicated business email (Gmail with your bakery name)
- ☐ Create an Instagram account for your bakery
- ☐ Set up a Google Business Profile (free — helps locals find you)
- ☐ Take photos of your baked goods for your first social posts

These five categories aren't a suggestion — they're the foundation. Every legal, protected, visible home bakery business is built on exactly these steps.

