

# Restaurant Guide



## Choose a Location

**Find a location** zoned for your business. Every location is zoned differently – Please find out the correct zone for your particular business. Visit [TheBlackBusinessApp.Com](https://www.blackbizassocation.org/tool-box-1) to find a realtor!

### Contact Develop Louisville for Planning Information

These requirements will determine where you open your shop. Contact 502-574-6230 or

<https://louisvilleky.gov/government/develop-louisville/zoning>

☐ **NOTE** Taking over a space that already was a restaurant saves time and construction costs, as long as the restaurant had recently passed inspections and was in compliance with current requirements.

☐ **NOTE** If you plan to serve liquor or beer and wine, check if your potential location allows alcohol. Be sure to start your liquor license application early.

**Review Americans with Disability Act (ADA) guidelines** to make sure your business is accessible.

[https://www.ada.gov/2010\\_regs.htm](https://www.ada.gov/2010_regs.htm)

**Sign your lease.** Leases can be tricky, so review the lease carefully with a lawyer before signing. There are several Black lawyers listed in [TheBlackBusinessApp.Com](https://www.blackbizassocation.org/tool-box-1)

**NOTE** Your landlord is required to provide information about the accessibility of the building, in case it needs renovations.



## Set Up Your Business

**Create a business plan** for the type of shop you will open.  
<https://www.blackbizassocation.org/tool-box-1>

**Choose a business structure.** LLCs, Corporations, and Limited Partnerships must register their structure with KY Secretary of State.  
<https://www.sba.gov/business-guide/launch-your-business/choose-business-structure#section-header-16>

**Apply for an Employer Identification Number (EIN),** also known as a Federal Tax ID Number from the IRS. This is used to identify your business and allows you to hire employees.  
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

**Register your business** on the One Stop Portal  
<https://onestop.ky.gov/start/Pages/default.aspx>

☐ **NOTE** If you register your business before choosing a final location, you will have to update your registration with the new address. This can cost money and time.

**Choose and file a business name.** File a Fictitious Business Name (FBN). Research the name's availability before filing.  
<https://onestop.portal.ky.gov/onestopportal/>

**Apply for a Alcohol Permit**  
<https://louisvilleky.gov/codes-regulations/forms/abc-temporary-license-application-form-instructions>

**Obtain workers' compensation insurance** if you will have employees. You will need this in order to operate legally.



## Prepare Your Space

**New Construction:** Submit plans and documents to the SF Department of Building Inspection. Change and resubmit plans as needed.

[businessportal.sfgov.org/start/location-options](https://businessportal.sfgov.org/start/location-options)

**Fats, Oils, and Grease:** Install approved grease-capture equipment (i.e. traps or interceptors) in your kitchen to prevent clogged pipes and sewer backups.

☐ **Gas and Electric Services:** If your business needs new or additional gas or electric services, contact LG&E Building and Renovation Services to start the application process.  
<https://lge-ku.com/business>

**Post all required posters and permits** including No Smoking signs, minimum wage information, health inspection results, etc.

**Mark your calendar.** Schedule equipment maintenance and set reminders to renew your permits and licenses as needed.

**Prepare and pay your local, state, and federal taxes.** Learn more from a professional bookkeeper or accountant.

Find a professional here: [TheBlackBusinessAssociation.Org](https://www.blackbizassocation.org/tool-box-1)