



Identify Business and Site Needs

Use the following questions to help identify information about your facility needs and timeline:

1: Approximate size and specifications of the facility:

- How many square feet will you need?
- How many employees?
- What activities or processes will be conducted?
- What are your needs for electricity or other utilities?
- Will you need storage areas for hazardous materials?
- Do you need to accommodate future growth at this location?

2: Permitting and construction timeline:

- Looking for an existing building or new construction?
- How soon does the facility need to be up and running?
- Finding an existing building that can meet your needs may be faster if the land use and engineering is complete.

3: Price and terms of sale or lease agreement:

- Are you looking to buy or lease the property? (For example, how long you plan on using the facility may impact whether you want to lease or purchase.)
- What are terms that make the most sense for your business?

Remember, do not sign any agreement until you understand what it will take to get city, regional, and state approval to open a facility at that site.

4: Proximity to customers, suppliers, or other facilities:

- Do you need key customers or supply chain entities nearby?
- What type of transportation will you use to receive and ship your goods? (examples: airports, railways, seaports and/or major highways)

Next: [7-Step Site Feasibility Worksheet](#)