



Business Start-up Checklist

PERMIT/LICENSE

ISSUING AGENCY

<p><u>BUSINESS LICENSE</u></p>	<p>City Of Richmond www.ci.richmond.ca.us Finance Department Business License Unit 450 Civic Center Plaza Richmond, CA 94804 (510) 620-6742</p>
<p>All businesses/persons conducting business of any kind in Richmond are required to have a City of Richmond Business License. New businesses are required to receive clearances from the Planning, Building, and Fire Departments prior to being issued a business license. <u>License applications must be processed in person in order to receive the proper clearances.</u> A fee schedule is available from the Finance Department Business License Unit.</p>	
<p><u>FICTITIOUS BUSINESS NAME STATEMENT</u></p>	<p>County Clerks Office www.cccounty.us 555 Escobar St. Martinez, CA 94553 (925) 335-7900</p>
<p>If you will conduct business under a name other than your legal name, you will need to file a Fictitious Business Name Statement with the County Clerks Office</p>	
<p><u>SALES & USE/SELLER'S PERMIT</u></p>	<p>Board of Equalization www.boe.ca.gov 1515 Clay St., #303 Oakland, CA 94612 (510) 622-4100</p>
<p>If you will be selling tangible personal property in the State of California, you must apply for a Sales & Use Permit.</p>	
<p><u>HEALTH PERMIT</u></p>	<p>County Health Department www.cchealth.org 2120 Diamond Blvd., #100 Concord, CA 94520 (925) 608-5500</p>
<p>A health permit is required for businesses which dispense food to the public. The permit must be obtained prior to opening.</p>	
<p><u>ALCOHOLIC BEVERAGE LICENSE</u></p>	<p>Dept. Of Alcoholic Beverage Control www.abc.ca.gov 1515 Clay St. Room 2208 Oakland, CA 94612 (510) 622-4970</p>
<p>If you want to sell alcoholic beverages from your business, you must obtain an Alcoholic Beverage License. The type of license needed will depend if you sell for on site or off site consumption/use.</p>	
<p><u>STATE INCOME TAX/CORPORATE INCOME TAX</u></p>	<p>Franchise Tax Board www.ftb.ca.gov 1515 Clay St. # 305 Oakland, CA 94612 (800) 852-5711</p>
<p>Every business in the State of California is required to submit an annual tax statement to the Franchise Tax Board. CORP OR LLC 916-653-3595</p>	
<p><u>FEDERAL INCOME TAX</u></p>	<p>Internal Revenue Service www.irs.gov 1301 Clay St. #110S Oakland, CA 94612 (800) 829-1040</p>
<p>For information regarding employee withholdings, self employment tax, sole proprietorship, partnership, and corporation taxes, contact the Internal Revenue Service.</p>	
<p><u>EMPLOYER REGISTRATION</u></p>	<p>Employment Development Department www.edd.ca.gov 3478 Buskirk Ave., #215 Pleasant Hill, CA 94523 (800) 300-5616</p>
<p>If you hire employees, you must register with the State Employment Development Department within 15 days after your employees are hired.</p>	

MISCELLANEOUS

Child Care State License	(510) 622-2602
Contractors State License Board	(800) 321-2752
CC County Business License	(925) 957-5290
Richmond Planning Department	(510) 620-6706
Richmond Building Department	(510) 620-6868
Richmond Fire Department	(510) 307-8031
Richmond Police Department (Permits)	(510) 620-6675
Richmond Redevelopment Agency	(510) 307-8140
Richmond Chamber of Commerce	(510) 234-3512
Small Business Administration	(800) 827-5722
Pacific Gas & Electric	(800) 743-5000
Water Utility - East Bay MUD	(510) 232-5051
Telephone - Pacific Bell	(800) 310-2355
Importing/ Exporting	(415) 705-2300