

# City of Richmond

## Administrative Manual

### Business Start-up Checklist

#### PERMIT/LICENSE

##### BUSINESS LICENSE

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. License applications must be processed in person in order to receive the proper clearances. A fee schedule is available from the Finance Department Business License Unit.

##### FICTITIOUS BUSINESS NAME STATEMENT

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 Clerk's Office.

##### SALES & USE/SELLER'S PERMIT

If you will be selling tangible personal property in the State of California, you must apply for a Sales & Use Permit.

##### HEALTH PERMIT

A Health permit is required for businesses which dispense food to the public. The permit must be obtained prior to opening.

##### ALCOHOLIC BEVERAGE LICENSE

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.

##### STATE INCOME TAX/CORPORATE INCOME TAX

Every business in the State of California is required to submit an annual tax statement to the Franchise Tax Board.

##### FEDERAL INCOME TAX

For information regarding employee withholdings, self employment tax, sole proprietorship, partnership, and Corporation taxes, contact the Internal Revenue Service (IRS).

##### EMPLOYER REGISTRATION

If you hire employees, you must register with the State Employment Development Department within 15 days after your employees are hired.

##### MISCELLANEOUS

Child Care State License  
Contractors State License Board  
Richmond Planning Department  
Richmond Building Department  
Richmond Fire Department  
Richmond Police Department (Permits)  
Richmond Redevelopment Agency  
Richmond Chamber of Commerce  
Small Business Administration  
Pacific Gas & Electric  
Water Utility - East Bay MUD  
Telephone - Pacific Bell  
Exporting  
Importing  
County Business License  
One Stop Center

#### ISSUING AGENCY

**City of Richmond**  
Finance Department  
Business License Section  
2600 Barrett Ave.  
Richmond, CA 94804  
(510) 620-6742

##### **County Clerks Office**

822 Main Street  
Martinez, CA 94553  
(925) 646-2954

##### **Board of Equalization**

1515 Clay Street #303  
Oakland, CA 94612  
(510) 622-4100

##### **County Health Department**

2120 Diamond Blvd. #200  
Concord, CA 94520  
(925) 646-5225

##### **Dept. Of Alcoholic Beverage Control**

7677 Oakport St. #200  
Oakland, CA 94621  
(510) 639-0628

##### **Franchise Tax Board**

1970 Broadway  
Oakland, CA 94612  
(800) 852-5711

##### **Internal Revenue Service (IRS)**

21 Broadway St.  
Oakland, CA 94612  
(800) 829-1040

##### **Employment Development Department**

3478 Buskirk Ave. #215  
Pleasant Hill, CA 94523-4345  
(510) 977-8265

(510) 286-7062

(800) 321-2752

(510) 620-6706

(510) 620-6868

(510) 307-8031

(510) 620-6675

(510) 307-8140

(510) 234-3512

(415) 744-1628

(800) 743-5000

(510) 232-5051

(800) 310-2355

(415) 705-2300

(415) 705-4340

(925) 646-4122

(510) 307-8004