

## **A CHECKLIST FOR STARTING YOUR OWN BUSINESS**

Before applying for any permits or licenses stop by the City of Lemoore's Planning and Community Development Department at 711 W. Cinnamon Drive or call (559) 924-6740 to ensure that the location you have selected is zoned for your type of business. **IF YOU PLAN TO INSTALL A SIGN** advertising your business, you should also ask the Planning Department about City sign regulations.

BEFORE applying for a Business License contact the following agencies

### **\_\_\_\_\_ EMPLOYMENT DEVELOPMENT DEPARTMENT, EMPLOYMENT TAX DEPARTMENT**

3311 S. Fairway Street, Visalia, Ca. 93277 (559) 635-3220

Request an Employer Registration/State Employers Identification Number. The EDD has information about tax rates and payment schedules. The EDD requires registration within 15 days after hiring an employee.

### **\_\_\_\_\_ INTERNAL REVENUE SERVICE**

217 S. LOCUST, SUITE #5 VISALIA, CA. 93291 (800) 829-1040

9:00 am TO 3:30 pm Monday – Tuesday

Request a Federal Employers Identification Number. The IRS also has information on employee withholdings, self-employment tax, sole proprietorship, partnership, and corporation taxes.

### **\_\_\_\_\_ STATE BOARD OF EQUALIZATION**

5070 N. 6<sup>TH</sup> STREET SUITE 110 FRESNO, CA 1-800-400-7115 & (559) 440- 5330

If you will be selling tangible personal property in the State of California, you must apply for a Seller's permit. If your business is a partnership, all partners should be present to apply for the Permit.

If your business is a corporation, one of the corporate officers must bring the Articles of Incorporation at the time of filing. You will be issued a Sales and Use Tax permit Number when you apply for a Seller's Permit. There is no fee for a Seller's Permit, however depending on your type of business; you may be required to post a deposit, which would be refundable after three years of non-delinquent payments.

### **\_\_\_\_\_ STATE FRANCHISE TAX BOARD**

2550 Mariposa Ave. Fresno, Ca (800) 852-5711

Once each year, every business in the State of California is required to submit a Business Income Tax Statement to the Franchise Tax Board or a private accountant. Corporations are taxed on a different basis. Information regarding tax procedures will be given to you when you file the Articles of Incorporation with the Secretary of State's Office.

### **\_\_\_\_\_ COUNTY CLERK RECORDER'S OFFICE**

1400 W. Lacey Blvd. Hanford, Ca 93230 (559) 582-3211 Ext 2472

If you will conduct business under a name other than your legal name, you need to file a Fictitious Business Name Statement with the County Clerk Recorder's Office. To file check the business name index at the Recorder's Office to make sure no one else is doing business under that name. After filing the Statement, you will receive a certified copy of the application. Your bank will request a copy of this certified form to open your business account. The recorder also has publishing requirements that must be met.

### **\_\_\_\_\_ AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS & MEASURES OFFICE**

680 N. Campus Drive Suite B Hanford, Ca 93230 (559) 582-3211 Ext. 2830

If you will be using commercial weights or measuring equipment in your business, you are required to notify the Agricultural Commissioner/Sealer of Weights & Measures Office within 24 hours of equipment installation. Businesses such as delicatessens, candy stores, grocery stores, or gas stations are included in this category. Within two weeks of notification, the scales or weights in your business will be inspected.

**ENVIRONMENTAL HEALTH DEPARTMENT**

330 Campus Drive Hanford, Ca 93230 (559) 584-1411

Businesses that dispense food to the public, clean pools or septic tanks need Health Permits. A Health Permit is required before you can open the following types of businesses:

- |                            |                              |
|----------------------------|------------------------------|
| BARS                       | BREAD STORES                 |
| FOOD ESTABLISHMENTS        | MOBILE FOOD DISTRIBUTORS     |
| DAIRIES                    | GASOLINE/DIESEL DISTRIBUTORS |
| MANUFACTURER OF FOOD GOODS | POOL CLEANING BUSINESS       |
| PRODUCE VENDORS            | SEPTIC TANK BUSINESS         |
| SOFT SERVE MACHINES        |                              |

**PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

711 W. Cinnamon Drive, Lemoore, Ca 93245 (559) 924-6740

To set up a business or service in your home, you need to obtain a Home Occupation Permit. For information on procedures and restrictions, contact the Planning and Community Development Department.

A separate permit is required for a Large Family Day Care Facility, which is a facility for 6 to 12 children.

**FINANCE DEPARTMENT LICENSE DIVISION**

119 Fox Street Lemoore, Ca 93245 (559) 924-6710

The City issues special permits to businesses requiring further investigation and sometimes City Police Department approval. The License Office will rout the application to the Police Department, if necessary. Businesses requiring Special Permits are:

- |                                  |                                |
|----------------------------------|--------------------------------|
| ADULT RELATED ESTABLISHMENTS     | ANTIQUÉ DEALERS                |
| ASTROLOGY                        | AUCTIONEER                     |
| AUCTION HOUSE                    | BINGO                          |
| CANVASSING, SOLICITING, PEDDLING | SECOND HAND, JUNK & PAWN SHOPS |
| CARD ROOM                        | CARNIVALS, FAIRS, CIRCUSES     |
| CHRISTMAS TREE SALE LOTS         | CONCERTS, DANCES               |
| FIREWORKS STANDS                 |                                |

**ALCOHOLIC BEVERAGE CONTROL**

4640 Ashlan Blvd. Fresno, Ca (559) 225-6334

Businesses that will be selling alcoholic beverages must apply for licenses to sell such items.

YOUR LAST STEP is applying for a business license certificate. Business Licenses are Non-transferable. If you are buying an established business, you MUST still apply as a NEW business.

**FINANCE DEPARTMENT LICENSE DIVISION**

119 Fox Street, Lemoore, Ca 93245 (559) 924 -6710

All businesses operating within Lemoore City limits are required to have a Business License Certificate. A business License is good for one year or less, depending on the date of issuance.

Additional Information:

<b>Home Occupation Permits</b>	Planning Dept. 711 W. Cinnamon Drive, Lemoore Ca. 93245	(559) 924-6740
<b>Sellers Permit</b>	State Board of Equalization	(707) 576-2100
<b>Contractors State License Board</b>		(800) 321-2752

Phone numbers and addresses are subject to change, please verify