

REGULATIONS, LICENSES AND PERMITS

SCORE San Diego

When your business is near the point of beginning operations, it is important to obtain the necessary licenses and permits to operate a business. Other than licenses, etc. for certain businesses such as restaurants, cosmetologists, etc. the necessary licenses and permits are listed below. Even though the business is operating out of a home, licenses and tax ID numbers, etc. are required.

Zoning Ordinances: Determine compatibility with the area and ascertain the need for permits. An exact street address is needed. For San Diego County: www.sdcounty.ca.gov/dplu/docs/444.pdf . Check the city in which you are doing business. Example: City of San Diego: www.sandiego.gov/development-services/zoning/zoning.shtml .

Certificate of Occupancy: Check with the City of your location for their application. The City of San Diego is www.sandiego.gov/development-services/devprocess/occupancy/certificates.shtml

Business License (Business Tax Certificate): If required, purchase a City Business License. To search for cities requiring licenses go to: <http://www.sdcounty.ca.gov/cs/businesslicenses.html>

Fictitious Business Name (DBA): Is required if the business name is anything other than the owner's legal name; to obtain this, a statement must be filed with the County Recorder's Office. Choose one that gives you flexibility, but tells what you do. To search go to: <http://arcc.co.san-diego.ca.us/arcc/services/fbn/search.aspx>

California Resale Certificate: A sales and use tax number may be obtained from the State Board of Equalization (BOE) if you are going to be selling a product at retail and collecting sales tax that was not paid to your vendor. Also, wholesale resources will require your resale number. Go to <http://www.boe.ca.gov/sutax/sutprograms.htm> . The local Board of Equalization is in the State Building, 1350 Front Street, Fifth Floor, San Diego, 92101.

Annual Business Property Assessment: Must be filed with the County Assessor's Office. http://arcc.co.san-diego.ca.us/services/business_property.aspx

Worker's Compensation Insurance: California employers are required by law to have workers' compensation insurance, if they have at least one employee. For more information go to <http://www.dir.ca.gov/dwc/Employer.htm> .

California Employer Tax Identification Number: From the State Employment Development Department (EDD). You can register online. You will receive a California Employer Account Number and tax rate information by using the e-Services for Business that are available at <https://eddservices.edd.ca.gov/index.html> .

Employer Identification Number (EIN): From the IRS. It is necessary for a business operating as a partnership, a corporation or for a sole proprietorship with employees. By having the EIN you will avoid sharing your social security number when creating 1099's and other documents to clients and resources. Applications are available at the Regional Permit Assistance Center or at the Federal Building at 880 Front Street in Downtown San Diego and online at <http://www.simplefilings.gov-id.com/Federal-EIN/> .