



STARTING YOUR OWN BUSINESS CHECKLIST

BEFORE OPERATING YOUR BUSINESS AND APPLYING FOR ANY LICENSES PLEASE CALL THE CITY OF AVENAL'S COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT – PLANNING DIVISION (559) 401-9854 TO ENSURE THAT THE LOCATION YOU HAVE SELECTED IS ZONED AND PERMITTED FOR YOUR TYPE OF BUSINESS.

BEFORE APPLYING FOR A BUSINESS LICENSE PLEASE CONTACT THE FOLLOWING AGENCIES (*Any if applicable*):

CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT, EMPLOYMENT TAX DEPARTMENT

Where to obtain:

Address: 1050 "O" Street, Fresno, CA 93721

Phone Number: 1-888-745-3886

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

INTERNAL REVENUE SERVICE

Where to obtain:

Address: 2525 Capitol Street, Fresno, CA 93721

Phone Number: (559) 444-2044

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

Where to obtain:

Address: 5070 N. 6th Street, Suite 110, Fresno, CA

Phone Number: 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



City of Avenal

919 Skyline Blvd.
Avenal, CA 93204
Phone: (559) 386-5766
Fax: (559) 386-0629

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 (3) years of non-delinquent payments.

STATE FRANCHISE TAX BOARD

Where to obtain:

Address: 2550 Mariposa Ave. Fresno, CA

Phone Number: 1-800-852-5711

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.

KINGS COUNTY CLERK RECORDER'S OFFICE

Where to obtain:

Address: 1400 W. Lacey Blvd. Hanford, CA 93230

Phone Number: (559) 852-2470

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

KINGS COUNTY AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS & MEASURES OFFICE

Where to obtain:

Address: 680 N. Campus Drive Suite B Hanford, CA 93230

Phone Number: (559) 852-2830

If you are using commercial weights and/or measuring equipment in or at your business, **you are required to notify the County Agricultural Commissioner/Sealer of Weights & Measures Office** within 24 hours of equipment installation. Businesses such as delicatessens, candy stores, grocery stores, and gas stations are included within this category. Within two (2) weeks of notification, the Ag Scales and Weights Inspector will inspect your business for compliance.



City of Avenal

919 Skyline Blvd.
Avenal, CA 93204
Phone: (559) 386-5766
Fax: (559) 386-0629



KINGS COUNTY ENVIRONMENTAL HEALTH SERVICES DEPARTMENT

Where to obtain:

Address: 330 Campus Drive Hanford, CA 93230

Phone Number: (559) 584-1411

Any businesses that are listed but not limited to vending and dispensing of food to the general public, pool cleaning businesses, business working with or storage of hazardous waste, recreational health clinics, tattoo and body art shops, storage of any medical waste, pest, and vector business, are **required to apply and have a valid Health Permit. A Health Permit is required for the following types of businesses listed here, but not limited to:**

- BARS
- FOOD & BREAD ESTABLISHMENTS
- MOBILE FOOD DISTRIBUTORS
- DAIRIES
- GASOLINE AND DIESEL DISTRIBUTORS
- MANUFACTURER OF FOOD GOODS
- POOL CLEANING BUSINESS
- FOOD & PRODUCE VENDORS
- SEPTIC TANK BUSINESS
- SOFT SERVE MACHINES
- TATTOO AND BODY ART SHOPS



CITY OF AVENAL COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

Where to obtain:

Address: 919 Skyline Blvd. Avenal, CA 93204

Phone Number: (559) 401-9854

Prior to starting a business within the City limits, **you are recommended to contact the Planning Division of the Community & Economic Department.** The Planning Division can inform you whether you need a Zoning/ Land Use permit for your Business and what Zone District you are in. Land Use / Zoning permits are permits allowing the permitted use on the proposed property your business is located. These permits do not TRANSFER from Owner to Owner and STAYS with the Land and the Property. For More Information on Process, restrictions, and Developments, please contact the planning division.



CITY OF AVENAL BUSINESS LICENSE DEPARTMENT

Where to obtain:

Address: 919 Skyline Blvd. Avenal, CA 93204

Phone Number: (559) 386-5766

All businesses operating within Avenal City Limits are required to have a Business License Certificate. A business license is good for one (1) year or less, depending on the date of issuance.



City of Avenal

919 Skyline Blvd.
Avenal, CA 93204
Phone: (559) 386-5766
Fax: (559) 386-0629

CITY OF AVENAL SPECIAL LICENSES



Where to obtain:

Address: 919 Skyline Blvd. Avenal, CA 93204

Phone Number: (559) 386-5766

The City issues special licenses to businesses requiring further investigation and sometimes may require City Police Department approval. The License Office will forward the application to all necessary departments for approval, if necessary.

Some businesses requiring Special Licenses are:

- ADULT RELATED ESTABLISHMENTS
- CARD ROOM
- FIREWORKS STANDS
- CARNIVALS AND CIRCUSES
- CONCERTS AND DANCES
- MOBILE VENDORS
- SECOND HAND, JUNK AND PAWN SHOPS
Businesses that will be selling alcoholic beverages must apply for licenses to sell such items. Please contact the California Alcoholic Beverage Control Division located at 4540 Ashland Blvd. Fresno, CA and Phone Number: (559) 225-6334

General Contractors, Sub-Contractors and those applying for Special Licenses, please note that NO Business License will be issued if you do not meet the following:

Minimum Limits of Insurance

1. General Liability: \$1,000,000.00 per occurrence for bodily injury, personal injury, and property damage; (Occurrence Form CG0001).
2. Automobile Liability: \$1,000,000.00 per accident for bodily injury and property damage; (Form CA0001).
3. Professional Liability: \$1,000,000.00 per claim and in aggregate with \$25,000 each claim deductible.
4. Workers Compensation Insurance as required by the State of California & Employer's Liability Insurance.
5. Coverage shall be endorsed to name the City of Avenal, its officials, officers, agents, employees, and volunteers as additional insured on a separate Additional Insured Endorsement form at least as broad as ISO CG 20 10

YOUR LAST STEP is applying for a business license certificate. You can apply for a business license online on the City's website or at <https://avenalca.viewpointcloud.com/>.

ALL BUSINESS LICENSES ARE NON-TRANSFERABLE. If you are buying an established business you **MUST** still apply as a **NEW** business.