



Business Startup Checklist

Once you decide to go into business...

- Visit or call the City of Anaheim Planning Department (714.765.5139)**
 - Identify the zone(s) where your business can operate
 - Discuss the development standards that apply to your business (parking, sign regulations, operational standards)
 - Find out about the various business programs the City offers
 - Use our online [Property Info](#) application for assistance in finding potential locations or compiling market research/ demographic information

- Find a Suitable Location**
 - Before you sign a lease or purchase a property, talk with City staff or submit an [Anaheim Anytime Request](#) to ensure your business is compatible with the property's zoning
 - If you plan to make tenant improvements, renovations, or install equipment, call the Building Division to determine if you need to submit plans and/or obtain building permits (714-765-5153)

- Register your business name and/or complete the legal structure**
 - If using a Fictitious Business Name or DBA (doing business as), you will need to register with the County Clerk's Office – (714) 834-2889 // www.oc.ca.gov
 - If you are considering becoming a corporation (stock or nonprofit), a limited liability company or a partnership (limited or limited liability), you must file with the Secretary of State's Office – (916) 657-5448 // www.sos.ca.gov

- Apply for any required permits and licenses**
 - For a complete list of permits required for your business, go to the State of California's Economic Development Website - <http://www.calgold.ca.gov>
 - If your business is selling or leasing tangible property, you will need a Sellers Permit from the State Board of Equalization – (800) 400-7115 // www.boe.ca.gov
 - If your business intends to prepare and/or sell food of any type, you will need a Health Permit from the Orange County Health Care Agency – (714) 433-6000 // <http://ohealthinfo.com/>
 - If your business will sell or serve alcoholic beverages, you will need a license from the Alcoholic Beverage Control Board – (714) 558-4101 // www.abc.ca.gov. You may also need a Conditional Use Permit from the Planning Commission – (714) 765-5139 // www.anaheim.net/planning

- Obtain State & Federal Employee Identification numbers**
 - State Employment Development Department – (888) 745-3886 // www.edd.ca.gov
 - Internal Revenue Service – (800) 829-1040 // www.irs.gov/smallbiz



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- Apply for a City of Anaheim Business License**
 - Complete a Business License application - <http://www.anaheim.net/planning> > Click on Business License (left side)
 - If you are a home based business, you will also need to register for a [home occupation permit](#) from the Planning Department – (714) 765-5139 // www.anaheim.net/planning. Please note that there are restrictions on the types of businesses that can be conducted from homes.

- Contact the Franchise Tax Board**
 - Only required if you will have employees or if you need to obtain a Form 540 for estimating State Withholding Tax – (800) 852-5711 // www.ftb.ca.gov

- Contact your Insurance Agent**
 - For information regarding what type of insurance your business will require, including workers' compensation and liability insurance

- Determine if your business will qualify for Enterprise Zone tax credits**
 - To find out if your business is in the Enterprise zone go to:
<http://www.anaheimchamber.org/AnaheimEZ/areyouinthezone.asp>
 - To find out more information about the benefits of being in the Anaheim Enterprise Zone go to: <http://www.anaheimchamber.org/AnaheimEZ/index.asp>

- Obtain additional information or assistance**
 - **SCORE (Service Core of Retired Executives)**
 - SCORE is a nationwide nonprofit organization that provides free, confidential business mentoring and low cost workshops to all types of businesses, in all stages of development. SCORE provides free and confidential small business advice to help you build your business. To find out more information, go to <http://www.score114.org/>

 - **SBA (Small Business Administration)**
 - SBA offers programs to support the needs of small business owners, including programs related to technical, financial, contracting, education and disaster assistance and civil rights compliance. For more information, please go to <http://www.sba.gov/>

****The guide is provided as a public service and is not warranted to be all inclusive. If you require further assistance, please contact City of Anaheim Planning Department at 714.765.5139*