

CITY OF SAN PABLO-Business Start-up Checklist

<p><u>Business License</u> City of San Pablo 13831 San Pablo Ave. #3 San Pablo, CA 94806 510-215-3030</p>	<p><u>Licensing for Unincorporated Area</u> Tax Collectors Office 625 Court Street. Rm 100 Martinez, CA 94553 925-646-4122 www.co.contra-costa.ca.us</p>
<p><u>Home Occupation, Zoning, Sign Permit</u> City of San Pablo, Planning Department 13831 San Pablo Ave. #3 San Pablo, CA 94806 510-215-3030</p>	<p><u>State Income Tax/Corporation/Federal Income Tax Franchise Tax Board</u> 1515 Clay Street, Suite 305 Oakland, CA 94612-1445 (916) 845-4300 1-800-338-0505 Internal Revenue Service 1-800-829-1040</p>
<p><u>Small Business Loan/Micro Loan/Business Development Center</u> Business Development Center 3260 Blume Drive. #110 Richmond, CA 94806 510-223-9900</p>	<p><u>To File as a Corporation</u> Secretary of State Department of Corporations 916-657-5448 1-800-400-7115</p>
<p><u>Fictitious Business Name Statement</u> County Clerk's Office 555 Escobar St. Martinez, CA 94553 925-335-7900 www.co.contra-costa.ca.us</p>	<p><u>Workers Compensation</u> States requires proof of workers comp certificate of insurance or certificate of self-insurance, contact an insurance agent. Not needed if you do not have employees Department of Industrial Relations 1515 Clay St. 6th Floor Oakland, CA 94612 510-622-2861</p>
<p><u>Sales & Use/Seller's Permit Tobacco Retailers, Manufacturers, Import, Distributors (Are required to have a permit)</u> CA Dept. of Tax and Fee Administration 1515 Clay St., #303 Oakland, CA 94612 510-622-4100 www.boe.ca.gov</p>	<p><u>Employer Registration</u> Employment Development Department www.edd.ca.gov</p> <p><u>State of California Office</u> For state permits & licenses contact 1-800-952-5210 222.dca.ca.gov</p>
<p><u>Environmental Health Permit</u> Permit required prior to opening & receiving a business license for any business selling/preparing food Environment Health Department 2120 Diamond Blvd. Suite 200 Concord, CA 94520 925-692-2500 www.cchealth.org/eh/</p>	<p><u>Small Business Workshops</u> Internal Revenue Service/Taxpayers Education 1301 Clay St., Suite 1520 South Tower Oakland, CA 94612 510-637-2473</p>
<p><u>Fire Protection District</u> Contra Costa Fire Protection District 4005 Port Chicago Hwy, Suite 250 Concord, CA 94520-1180 925-941-3300 www.cccfpd.org</p>	<p><u>East Bay Works</u> One Stop Business & Career Center 2300 El Portal Dr. Suite B San Pablo, CA 94806 510-374-7440 www.eastbayworks.org</p>
<p><u>Alcohol Beverage License</u> Department of Alcohol Beverage Control 1515 Clay St. Suite 2208 Oakland, CA 94612 510-622-4970 www.abc.ca.gov</p>	<p><u>Child Care Licensing & Fingerprinting</u> 1515 Clay St, Suite 1102 Oakland, CA 94612 510-622-2602 www.cclcd.ca.gov</p>