

Step-by-Step Startup Guide

Looking to start a business in City of Industry? Follow this Step-by-Step Guide to get started.

- ◇ **Contact the Planning Department at (626) 333-2211**
 - ✓ Determine acceptable [zone\(s\)](#) for your business
 - ✓ Review the development standards for your business (sign regulations, parking, permits)
 - ✓ Review the [Permit Process Flow Chart](#)

- ◇ **Register your business name and/or complete the legal structure**
 - ✓ Register your business name with the Los Angeles County Clerk's Office (800) 201-8999
<https://www.lavote.net/home/county-clerk>
 - ✓ If you are considering becoming a corporation, a limited liability company, or a partnership, you must file with the Secretary of State's Office – (916) 653-6814 // www.sos.ca.gov

- ◇ **Apply for any required permits and licenses**
 - ✓ [CalGOLD](#) provides businesses with information on permits and other requirements of California agencies at all levels of government, including addresses, telephone numbers, and links to agency Internet web pages.
 - ✓ [Health Permits](#) are required for all retail and wholesale establishments/facilities.
 - ✓ All businesses selling or leasing tangible property must obtain a [Sellers' Permit](#).
Contact: State Board of Equalization
1521 West Cameron Avenue, Ste. 300
West Covina, CA 91793-1500
(626) 480-7200 // www.boe.ca.gov
 - ✓ Any person or entity seeking to sell alcoholic beverages must be [licensed](#). Apply for the license in person and allow a minimum of 45 to 50 days to process the application.
Contact: Department of Alcoholic Beverage Control
3204 North Rosemead Boulevard, #103
El Monte, CA 91731
(626) 927-1060 // www.abc.ca.gov
 - ✓ A [Conditional Use Permit](#) from the Planning Department may also be necessary. Contact the Planning Department at (626) 333-2211 to ensure that you have applied for all of the necessary permits.
 - ✓ Apply for a City of Industry [Business License](#)

- ◇ **Obtain State & Federal Employee Identification numbers**
 - ✓ State Employment Development Department – (888) 745-3886 // <http://www.edd.ca.gov>
Contact: US Department of Treasury
Internal Revenue Services
300 North Los Angeles Street
Los Angeles, CA 90012
(213) 526-7647
 - ✓ Internal Revenue Service – (800) 829-1040 // <http://www.irs.gov/smallbiz>

- ◇ **Contact the Franchise Tax Board**
Contact: Franchise Tax Board
333 North Glenoaks Boulevard, Room 200 Burbank, CA 91502
(818) 556-2900

<http://www.ftb.ca.gov>

◇ **Contact your Insurance Agent**

- ✓ Research the type of insurance your business will need, including workers' compensation and liability insurance

◇ **Gather additional information or obtain assistance**

✓ **Industry Manufacturers Council**

The Industry Manufacturers Council (IMC) is the premier business organization in the City of Industry. They provide business workshops, events and other resources that may assist your new local business <http://industrychamber.org>

✓ **SBA (Small Business Administration)**

SBA provides support to small business owners through technical, contracting, education, financial, disaster assistance, and civil rights compliance programs // <http://www.sba.gov/>