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
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](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](http://www.sba.gov)