



# Guide to Starting a Business

**Welcome to the City of Industry!** Whether you are an existing business looking to relocate or expand, or just starting out with an idea for a new business, you have come to the right place! Starting a business requires various approvals from the City, the County, the State and other departments and agencies.

The chart below was created as a guide to help you navigate the various approvals and agencies and help expedite your business approval process. Our city staff is here to help walk you through these steps at any time, so feel free to contact us or stop by city hall!

## Select the Appropriate Site

- Call the Planning Department at (626) 333-2211 to discuss acceptable zone(s) for your business and potentially available sites.
- Review the development standards for your business (sign regulations, parking, permits).



## Register Your Business Name & Structure

### Register your business name with the Los Angeles County Clerk's Office

(800) 201 - 8999

[www.lavote.net/home/county-clerk](http://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](http://www.sos.ca.gov)



## Apply for Applicable Permits & Licenses

### Apply for a City of Industry Business License

**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.

**A Conditional Use Permit** from the Planning Department may also be necessary. Contact the Planning Department to ensure you have applied for all the necessary permits

- (626) 333 - 2211

**Health Permits** are required for all retail and wholesale establishments and/or facilities.

Any person or entity seeking to sell **alcoholic beverages** must be licensed.

- Department of Alcoholic Beverage Control  
3204 North Rosemead Blvd., #103  
El Monte, CA 91793
- (626) 927-1060
- [www.abc.ca.gov](http://www.abc.ca.gov)

All businesses selling or leasing tangible property must obtain a **Seller's Permit**.

- State Board of Equalization  
1521 West Cameron Ave., #300  
West Covina, CA 91793-1500
- (626) 480 - 7200
- [www.boe.ca.gov](http://www.boe.ca.gov)



## Apply for Employee Identification Numbers

### State Employment Development Department

- (888) 745 - 3886
- [www.edd.ca.gov](http://www.edd.ca.gov)

### International Revenue Service

- U.S. Department of Treasury  
300 North Los Angeles Street  
Los Angeles, CA 90012
- (213) 526 - 3009
- [www.irs.gov/smallbiz](http://www.irs.gov/smallbiz)



## Don't Forget to Contact!

### Contact your Insurance Agent

- Research the type of insurance your business will need, including worker's compensation and liability insurance.

### Contact the Franchise Tax Board

- Franchise Tax Board  
333 North Glenoaks Blvd., Room 200  
Burbank, CA 91502
- (818) 556 - 2900
- [www.ftb.ca.gov](http://www.ftb.ca.gov)



## Certificate of Occupancy

- A building inspection may be necessary prior to opening your business.
- Call the Planning Department at (626) 333-2211 to make sure you have completed all necessary steps and obtain your certificate of occupancy.



## Utilize Business Resources

### *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. [www.industrychamber.org](http://www.industrychamber.org)

### *Small Business Administration*

The Small Business Administration (SBA) provides support to small business owners through technical, contracting, education, financial, disaster assistance, and civil rights compliance programs. [www.sba.gov](http://www.sba.gov)

### *Los Angeles Economic Development Corporation (LAEDC)*

LAEDC's Business Assistance team offers confidential, free-of-charge consulting to large and small, domestic and international businesses across all industry sectors. [www.LAEDC.org](http://www.LAEDC.org)