

Ventura County Business Start Up Guide

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INTRODUCTION

Thinking of starting your **dream** business? How exciting!

Taking steps to start your business can feel overwhelming. WEV's Start Up Guide is meant to help guide you through the necessary requirements of starting your business and tips along the way. If you are looking for specific advice, we recommend contacting someone at WEV or at the County of Santa Ventura.

WEV

Phone: 805-965-6073

County of Ventura

Phone: 805-654-5000

Things to ask yourself before starting your business:

- How is my product/service different from the competition?

- How will my business thrive given the competition?

- What problem does my product/service solve?

- Who is the target market for my business and how will I find them?

OVERVIEW: Steps to Obtaining Business Permits and Licenses



Use this as a checklist

- ☐ 1. Obtain a Fictitious Business Name (FBN) and advertise the FBN in a local newspaper.
- ☐ 2. Determine your business entity.
- ☐ 3. Apply for Proof of Residency.
- ☐ 4. Contact the California Department of Tax and Fee Administration for information on whether your business will need to file sales and use taxes. Apply for a seller's permit if your business will be reselling merchandise.
- ☐ 5. Contact the Inquiry and Illness Prevention Plan to get assistance to employers and workers about workplace safety and health issues.
- ☐ 6. Research additional local and state taxes that may be applicable to your business.
- ☐ 7. Apply for a business license tax and building and construction permits with the city or unincorporated area of the county that your business will be located in.
- ☐ 8. Apply for your EIN number for tax filing purposes.
- ☐ 9. Register with the California Employment Development Department (EDD) if necessary.
- ☐ 10. Apply for Corporation, Company, or Partnership Filings.
- ☐ 11. Comply with wage and hour requirements.
- ☐ 12. Apply for workers' compensation insurance.
- ☐ 13. Apply for police permits if necessary.

STEP 1: Obtain a Fictitious Business Name

If you plan to conduct business in a name other than your surname or the business has more than one owner you must file a Fictitious Business Name and publish it in a newspaper. You must run an ad in a major newspaper within 30 days of filing, once a week for four weeks. A list of approved publications will be provided to you at the time of filing. Proof of the run must be submitted within 30 days of the final run to the County Clerk's Office.

- A sole proprietorship requires a FBN if it is doing business with a name that does not contain the last name of the owner.
- A partnership or other association requires an FBN if it is doing business with a name that does not include the last name of each general partner or a name that suggests the existence of additional owners.
- A limited partnership, corporation or Limited Liability Company requires an FBN if it will be doing business with a name not stated in the Articles of Incorporation or Articles of Organization filed with the California Secretary of State.

Use this space to jot down some ideas:

County of Ventura Clerk-Recorder Division: Fictitious Business Name
Hall of Administration, Main Plaza

800 South Victoria Avenue, Ventura, CA (805) 654-2263

Online FBN Forms: <https://recorder.countyofventura.org/county-clerk/county-clerk/forms/>

FBN Statement: <https://recorder.countyofventura.org/county-clerk/county-clerk/fictitious-business-name/>

STEP 2: Determine Business Entity

Prior to deciding what entity to select, it is important to make sure you understand the pros and cons of each. It may be worth discussing with a licensed California attorney. Depending on your business entity, you may need to register with the Secretary of State in addition to all other permits and licenses described in this document.

For more information on business entity types, watch this [webinar](#).

- If you choose to open your business as a sole proprietor, you do not need to register with the Secretary of State.
- For a general partnership you may register with the Secretary of State if you wish to do so.
- For a corporation (either stock or nonprofit), a limited liability company or a partnership (limited or limited liability), you must file with the Secretary of State's Office.

<https://www.sos.ca.gov/business-programs/business-entities/starting-business/types>

What is your business type?

STEP 3: Apply for Proof of Residency

- Employees hired must provide proof of eligibility to work in the United States.

Call 800-375-5283 and the INS will provide employers the requirements for establishing proof of residency of employees.

STEP 4: Contact the CA Department of Tax & Fee Administration

Contact the California Department of Tax and Fee Administration for information on whether your business will need to file sales and use taxes.

Apply for a seller's permit if your business will be reselling merchandise at <https://www.cdtfa.ca.gov/services/#Register-Renewals>

This state agency is the governing body for sales and use tax and issues Seller's Permits. Any business that sells tangible personal property needs to obtain a State resale permit tax number from the California Department of Tax and Fee Administration. To determine if your business requires such a permit, you may first contact them by telephone. Be sure to check with the department below to determine if sales or use tax is applicable to your product or service and do not make assumptions that sales and use tax is not applicable to your business's product or service.

- Who must obtain a seller's permit?
 - You must obtain a seller's permit if you:
 - Are engaged in business in California and
 - Intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail.
- Do I need more than one permit?
 - If you have more than one place of business (located on different premises), you may need a separate permit for each location. In some instances it is possible to obtain a consolidated permit for multiple business outlets. At the time you apply for a permit, be sure to provide information for all business locations so that the CDTFA will issue the correct type of permit.
- How do I apply for a permit?
 - The CDTFA has a secure, convenient, fast, and free way to register online for a permit. The system guides you through the process and will assist you with the types of permits you may need for your business.

Register online: <https://onlineservices.cdtfa.ca.gov/>

STEP 4: Contact the CA Department of Tax & Fee Administration- Continued

- If I apply for a permit, what information is needed to complete an application?
 - You will be asked to furnish the required information when registering for a permit, depending on the business.

You can find the required information:

<https://www.cdtfa.ca.gov/services/#Register-Renewals>

- If you have a business partner, or the business is managed by corporate officers or limited liability company managers, members or officers, those persons will also be asked to furnish some of the required information.

See more commonly asked questions and information:

<https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm>

Call 1-800-400-7115 for any specific questions

Do you plan to sell products or services in your business? ☐ Yes ☐ No

If yes, which taxes apply to your business?

STEP 5: Contact the Inquiry and Illness Prevention Plan

- Purpose: The Cal/OSHA Consultation Service provides assistance to employers and workers about workplace safety and health issues through on-site assistance, high hazard consultation and special emphasis programs, and develops educational materials on workplace safety and health topics. Virtually all business owners in the state of California are required to contact OSHA to report a workplace incident.
- Consultative assistance is provided to employers through on-site visits, telephone support, publications, eTools and educational outreach. All services provided by Cal/OSHA Consultation are provided free of charge to California employers.

To get more information, visit
<https://www.dir.ca.gov/DOSH/CalOSHA.htm#consultation>
Or call (818) 901-5403

STEP 6: Additional Local & State Taxes/Steps

- Selling cosmetics in Ventura County
 - Complete the Request For Certification Of A California License and submit the non-refundable \$10.00 fee:

https://www.barbercosmo.ca.gov/forms_pubs/forms/cert_req.pdf

Other forms, such as Change of Address or Change of Name, may be found here: https://www.barbercosmo.ca.gov/forms_pubs/index.shtml

For more information contact the Department of Consumer Affairs Board of Barbering & Cosmetology at: 800-952-5210

STEP 6: Additional Local & State Taxes/Steps- Continued

- Performing services in Ventura County
 - In the City of Ventura?
 - In surrounding cities?
- Opening a restaurant in Ventura County
 - If you are opening a restaurant and planning to sell alcohol on the premises, you have to obtain an **alcohol license**

A link to California's application requirements, application process and licensing forms can be found [here](#).

Ventura County's Alcoholic Beverage Control office at (805) 289-0100.

- If you are opening a restaurant and planning to sell alcohol on the premises, you also must apply for the **Alcohol Beverage Tax**

Please visit the California Tax Guide for Alcoholic Beverages [here](#) and click on the "Getting Started Tab" for Registration Requirements + actual Registration.

For more information contact the Department of Alcoholic Beverage Control at (562) 402-0659

- Opening a restaurant also means you must register for a **Health Permit**
 - A health permit is necessary for anyone to operate a food facility, and you must display this permit prominently displayed in your establishment at all time

The link to the General Application form can be found [here](#).

For more information contact the County of Ventura, Environment Health Services at (805) 654-2813 [here](#).

STEP 6: Additional Local & State Taxes/Steps- Continued

- Opening a restaurant means that you must complete **State-specific Waste Discharge Requirements**. You must complete these requirements if your restaurant plans to discharge waste that could affect groundwater quality, which your restaurant likely will do. There are waste permits that are applicable at the city level, which is addressed below.

Please visit [here](#) and click on “Do I Need a Permit?” for application forms. For more information, contact Cal/EPA, Water Resources Control Board at (916) 341-5455.

- In Ventura?
 - Specific to Ventura, there are certain **Land Use Permits** that you must apply for.

A list of all of the permits and forms can be found [here](#). For more information contact the City of Ventura Community Development Department Planning Division at 805-654-7893.

- Specific to Ventura, you need a Permit to Construct & Operate if you plan on remodeling your restaurant, or if you are constructing your restaurant from scratch.

For more information, click [here](#) and visit the City of Ventura, Community Development Department Building & Safety at 805-654-7869.

- Specific to Ventura, you also need to obtain an **Industrial Wastewater Discharge Permit** because your restaurant will likely be discharging wastewater into the sewage system.

A link to the form to apply can be found [here](#). For more information, contact the Department of Public Works Wastewater Treatment plant at 805-667-6500.

STEP 6: Additional Local & State Taxes/Steps- Continued

- Specific to Ventura, you may need to complete the **Weights & Measures Registration Form** for the use of commercial weighing and measuring devices, package content statements, and advertised prices which are regularly inspected to ensure their accuracy.
 - The Ventura Weights and Measures Division strives to "level the playing field" when weights and measures are involved in commercial transactions by ensuring accuracy with regard to a product's weight, volume, count, duration or advertised price.

Weights & Measures Registration Form:

https://cdn.ventura.org/wp-content/uploads/2022/06/WM-Device_Registration_Form.cleaned-5.pdf

Weights & Measures Home Page:

<https://www.ventura.org/agricultural-commissioner/weights-and-measures/>

- Specific to Ventura, there are certain **Land Use Permits** that you must apply for.

A list of all of the permits can be found [here](#).

For more information contact the City of Ventura, Community Development Department, Planning Division at 805-654-7869.

- Specific to Ventura, you also need to obtain an **Industrial Wastewater Discharge Permit** because your restaurant will likely be discharging wastewater into the sewage system.

A link to the form to apply can be found [here](#).

For more information, contact the Department of Public Works, Utilities Division/Water Resources at (805) 667-6500.

- Fire inspection: Businesses may be subject to a yearly inspection of the facility - annual fee may be charged.

To schedule a Fire inspection, please contact Fire Prevention at (805) 658-4717.

<https://www.cityofventura.ca.gov/180/Fire-Prevention>

STEP 6: Additional Local & State Taxes/Steps- Continued

Which permits apply to your business?

STEP 7: Business License Tax and Construction Permits with the City

- Now that you have completed the steps above you can contact the city that you will be conducting business in to apply for your business tax license and building permit. All cities require a business tax license and building permit in order to operate. Visit your City Hall in person or online to obtain an application. At the time of filing the application, a fee must be paid and varies depending on the size and type of business. The license must be posted in plain sight at your place of business and must be renewed annually.

For your building permit and business license:

If you live in Ventura, visit:

https://www.cityofventura.ca.gov/1556/Apply-for-Business-License#:~:text=Business%20License%20Application%20_%20Business%20Based%20Inside%20Ventura

STEP 8: Employer Identification Number (EIN) filing Steps

Purpose of EIN: An employer identification number (EIN) is similar to a personal social security number but for a business in that it allows the IRS to identify the business.

- **Step 1: Determine Your Eligibility**

- You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
- The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
- You are limited to one EIN per responsible party per day.
- The “responsible party” is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.

- **Step 2: Compile Necessary Information:**



- Date business started or acquired (month, day, year)
- Business entity type
- Closing month of accounting year
- Highest # of employees expected in the next 12 months (enter 0 if none)
- Expected employment tax liability to be \$1,000 or less in a full calendar year AND want to file Form 944 annually instead of Forms 941 quarterly
- First date wages or annuities were paid (month, day, year)
- Social Security Number
- **Step 3: Understand the Online Application**
 - You must complete this application in one session, as you will not be able to save and return at a later time.
 - Your session will expire after 15 minutes of inactivity, and you will need to start over.

Click this link to start your application:

<https://sa.www4.irs.gov/modiein/individual/index.jsp>

- **Step 4: Submit Your Application**

- After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

STEP 9: Register with the EDD

- If you operate a business and employ one or more employees, you must register as an employer with the Employment Development Department (EDD) when you pay wages in excess of \$100 in a calendar quarter.

For more information visit the EDD Payroll Taxes Information Website
https://edd.ca.gov/en/Payroll_Taxes/Am_I_Required_to_Register_as_an_Employer

STEP 10: Corporation, Company, or Partnership Filings

- If you are considering becoming a corporation, (either stock or nonprofit), a limited liability company or a partnership (limited, or limited liability), you must file with the Secretary of State's Office.
- The Secretary of State offers two options for submitting business entity filings depending on your entity and filing type.
 - File Online - Fastest Service
 - The business entity filings can be submitted directly online. Over 140 Business Filings, Name Reservations, and Orders for Certificates of Status and Certified Copies of Corporations, Limited Liability Companies and Limited Partnerships available online.

<https://bizfileonline.sos.ca.gov/>

- File by Mail or In Person
 - All business forms can be submitted by mail or in person. Locate the form that you would like to submit and follow the instructions. Information regarding our address and business hours can be found on the Contact Information - Business Entities webpage.

<https://www.sos.ca.gov/business-programs/business-entities/forms>
Call 916-657-5448 for any questions on how to file with the Secretary of State's Office

Secretary of State, 1500 11th Street, Sacramento, CA, 95814
<https://www.sos.ca.gov/business-programs/business-entities/forms>

STEP 11: Wage/Hour Standards

Before an employee begins work, you must meet the following requirements:

- **A California Employer Identification Number:** An employer who becomes subject to the employment tax laws is required to register with the Employment Development Department (EDD) to obtain an identification number, which is the state equivalent of the federal tax identification number.
 - This number can be obtained by filing a DE-1 Registration Form with the EDD. After an employer receives the identification number, it will also receive information concerning all state required employment taxes and reporting requirements.

DE-1 Registration Form - http://www.edd.ca.gov/pdf_pub_ctr/de1.pdf
Employment Development Department (EDD) -
<https://edd.ca.gov/en/employers/>

- **Workers' Compensation Insurance Coverage:** All employers are required to have workers' compensation insurance or receive state approval to self-insure the required benefits.
 - A large number of insurance companies offer plans for these benefits. In addition, the State Compensation Insurance Fund makes available such benefits to all employers.
- **Notice of Rights of Victims of Domestic Violence, Sexual Assault and Stalking:** All employers are required to provide a Notice of Rights of Victims of Domestic Violence, Sexual Assault and Stalking to all new employees and to existing employees when they request it.

Employers may use the notice created by the Labor Commissioner:
https://www.dir.ca.gov/dlse/Victims_of_Domestic_Violence_Leave_Notice.pdf

- If an employer chooses not to use this form, its notice must be substantially similar in content and clarity to the form provided by the Labor Commissioner.

STEP 12: Apply for Workers' Compensation Insurance

The Division of Workers' Compensation (DWC) monitors the administration of workers' compensation claims, and provides administrative and judicial services to assist in resolving disputes that arise in connection with claims for workers' compensation benefits.

- **Purpose:** California employers are required by law to have workers' compensation insurance, even if they have only one employee. And, if your employees get hurt or sick because of work, you are required to pay for workers' compensation benefits. Workers' comp insurance provides basic benefits, including medical care, temporary disability benefits, permanent disability benefits, supplemental job displacement benefits and a return-to-work supplement, and death benefits.
- **Where do I get workers' compensation insurance?**
 - Employers must purchase workers' compensation insurance from either a licensed insurance company or through the State Compensation Insurance Fund (State Fund). Employers may also have the option to self-insure for workers' compensation.

For more information on the application, please click here:

<https://www.dir.ca.gov/DWC/faqs.html>

Do you plan to have staff? ☐ Yes ☐ No

If yes, where do you plan to receive Workers' Compensation Insurance?

STEP 13: Additional Permits

The police department may issue special permits/licenses for burglar alarms, massage/adult businesses, peddlers, second-hand dealers, pawnbrokers, places of entertainment, solicitors, firearms/ammo sales, taxicabs, etc.

- Some permits you have to get are for:
 - Entertainment Permits
 - Limited Dance Permit
 - Live Entertainment Permit
 - New Nightclub Permit
 - Nightclub Renewal Application
 - Taxi Permits
 - New Taxicab Owner's Permit
 - New Taxicab Driver Permit
 - Taxicab Driver Renewal Permit
 - Other Permits
 - Security Alarm Permits
 - Login to your Alarm Account
 - Dog License Permits

Please contact the Police Technician for questions or to obtain your permit at:
Ventura Police Department,
501 Poli St, Room 107, Ventura, CA 93001.
805-658-4715.

Do you anticipate needing any of the permits listed above for your business? If so, which?

APPENDIX 1: COSMETICS

Ventura County, Ventura City- Cosmetics: The following guide lays out the necessary licenses, permits and other materials that one must obtain if they are planning to sell cosmetics. These permits and licenses are what you, as the incorporator, have to obtain for your establishment. There are permits and licenses on the Federal, State, County and City levels. No matter what County or City you, as the person running the business, are from, the Federal and State licenses will be the same if you are in California. The guide below is for the City of Ventura in Ventura County. You will find that there is a point of contact under each permit or license that one must call in order to begin the process of obtaining the permit or license. For more information visit: <https://www.calgold.ca.gov/>

Form	Address	Phone Number	Links
FEDERAL			
Employer Identification Number (EIN)	San Fernando Valley IRS Office Federal Building, 6230 Van Nuys Blvd., Van Nuys (1st Floor)	(818) 779-3625	https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online (IRS EIN) https://www.irs.gov/forms-pubs/about-form-ss-4 (IRS Form SS-4) https://apps.irs.gov/app/office-locator/ (IRS Office Locator)
	U.S. Department of Treasury, Internal Revenue Service 300 N. Los Angeles Street, Los Angeles, CA, 90012	(800) 829-1040	

APPENDIX: COSMETICS CONTINUED

Form	Address	Phone Number	Links
FEDERAL			
Proof of Residency	San Fernando Valley Field Office, USCIS 19809 Prairie Street, 1st Floor, Suite 120, Chatsworth, CA, 91311	(800) 375-5283	https://www.uscis.gov/sites/default/files/document/guides/E3en.pdf (USCIS Form I-9 Employer Guide) https://www.uscis.gov/i-9 (USCIS Form 1-9)
STATE			
Corporation, Company, or Partnership Filings	California Secretary of State Office 1500 11th Street, Sacramento, CA, 95814	(916) 657-5448	https://www.sos.ca.gov/business-programs/business-entities/forms (SOS Forms)
Inquiry and Illness Prevention Plan	Division of Occupational Safety and Health (Cal/OSHA) Consultation Services 1515 Clay Street, Suite 1901, Oakland, CA, 94612	(818) 901-5403	https://www.dir.ca.gov/dosh/consultation.html (Cal/OSHA Consultation) https://www.dir.ca.gov/DOSH/CalOSHA.htm#consultation (Cal/OSHA Consultation Services)
Employer Registration Form	Employment Development Department (EDD), Employment Tax Customer Service Office by phone at or send forms to P.O. Box 2068, Rancho Cordova, CA, 95741	(888) 745-3886	https://edd.ca.gov/en/payroll_taxes/am_i_required_to_register_as_an_employer (EDD Employer Registration Instructions)

APPENDIX: COSMETICS CONTINUED

Form	Address	Phone Number	Links
STATE			
Sales & Use Permit (Seller's Permit)	Department of Tax and Fee Administration (DTFA), Sales/Use Tax Division PO Box 942879, Sacramento, CA, 94279	(800) 400-7115	https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm (DTFA Seller's Permit Instructions)
State Income Tax Information	Franchise Tax Board (FTB), Business Entities Division PO Box 1468, Sacramento, CA, 95812	(800) 338-0505	https://www.ftb.ca.gov/file/business/index.html?WT.mc_id=akBEO2 (FTB Business Filing Information)
Wage/Hour Standards	Department of Industrial Relations (DIR), Labor Commissioner's Office 1515 Clay Street, STE 401, Oakland, CA, 94612, Oakland, CA, 94612	(510) 285-3502	https://www.dir.ca.gov/DLSE/dlse.html (Under "Employers")
Workers' Compensation Insurance	Department of Industrial Relations (DIR), Division of Workers' Compensation 6755 Hollister Avenue, Suite 100, Goleta, CA, 93117	(805) 968-0258	https://www.dir.ca.gov/DWC/dwc_home_page.htm (Workers' Compensation) https://www.dir.ca.gov/DWC/Employer.htm (Employer Information)

APPENDIX: COSMETICS CONTINUED

Form	Address	Phone Number	Links
COUNTY			
Fictitious Business Name (FBN)	County of Ventura, Office of the County Clerk, Recorder, and Assessor Government Center Hall of Administration, Main Plaza 800 South Victoria Avenue, Ventura, CA 93009-1260	(805) 654-2263	https://recorder.countyofventura.org/county-clerk/county-clerk/forms/ (FBN Forms)
CITY			
Building and Construction Permit	City of Ventura, Community Development Department 501 Poli Street Public Counter Room 117 Ventura, CA 93002	805-654-7869	https://www.cityofventura.ca.gov/1863/Permits-Forms-and-Documents
Business License Tax Certificate	City of Ventura, Finance Department, Business Tax Office 501 Poli Street, Room 107, Ventura, CA 93001	805-658-4715	https://www.cityofventura.ca.gov/1552/Business-License
Police Permits/ Licenses	City of Ventura, Police Department 1425 Dowell Drive Ventura, CA 93003	805-339-4400	https://www.cityofventura.ca.gov/2267/Police (Ventura PD)

APPENDIX: COSMETICS CONTINUED

Form	Address	Phone Number	Links
CITY			
Land Use Permit/ Zoning Clearance	City of Ventura, Community Development Department, Planning Division 630 Garden Street, Post Office Box 1990	805-654- 7869	(Zoning Permit)

Ventura County, Ventura City-Cosmetics: If you live in the City of Ventura, you **must comply with the Federal, State, and County requirements listed on previous pages.** For more information visit: <https://www.calgold.ca.gov/>

Ventura County, City of Ventura-Cosmetics: If you live in the City of Ventura, you **must comply with the Federal, State, and County requirements listed on previous pages.** The guide below is for the City of Ventura, and the requirements specific to the City of Ventura. You will find that there is a point of contact under each permit or license that one must call in order to begin the process of obtaining the permit or license. For more information visit: <https://www.calgold.ca.gov/>

Form	Address	Phone Number	Links
CITY			
Building and Construction Permit	City of Ventura, Community Development Department 501 Poli Street Public Counter Room 117 Ventura, CA 93002	805- 654- 7869	https://www.cityofventura.ca.gov/1863/Permits-Forms-and-Documents

APPENDIX: COSMETICS CONTINUED

Form	Address	Phone Number	Links
CITY			
Business License Tax Certificate	City of Ventura, Finance Department, Business Tax Office 501 Poli Street, Room 107, Ventura, CA 93001	805-658-4715	https://www.cityofventura.ca.gov/1552/Business-License
Fire Prevention Inspection	City of Ventura, City Fire Department 1425 Dowell Drive Ventura, CA 93003	805-658-4717	https://www.cityofventura.ca.gov/180/Fire-Prevention (Fire Prevention)
Land Use Permit/Zoning Clearance	City of Ventura, Community Development Department, Planning Division 630 Garden Street, Post Office Box 1990	805-654-7869	fdeve (Zoning Permit)

APPENDIX 7: SERVICES

Ventura County, Ventura City: Services

If you are providing services for other people (for example, a massage therapist, hairdresser, life coach) the following guide lays out the necessary licenses, permits and other materials that one must obtain. If you live in the City of Ventura, you must comply with the Federal requirements listed in previous pages. These permits and licenses are what you, as the incorporator, have to obtain for your establishment. There are permits and licenses on the State, County and City levels. The guide below is for the City of Ventura in Ventura County. You will find that there is a point of contact under each permit or license that one must call in order to begin the process of obtaining the permit or license. For more information visit: <https://www.calgold.ca.gov/>

Form	Address	Phone Number	Links
STATE			
Barbering and Cosmetology License (for Hair, Nail, and Skin Care Services)	Department of Consumer Affairs Board of Barbering & Cosmetology 2420 Del Paso Road Suite 100 Sacramento, CA, 95834	(800) 952-5210	https://www.barbercosmo.ca.gov/forms_pubs/index.shtml (Forms and applications)
Corporation, Company, or Partnership Filings	California Secretary of State Office 1500 11th Street, Sacramento, CA, 95814	(916) 657-5448	https://www.sos.ca.gov/business-programs/business-entities/forms (SOS Forms)
Occupational Safety and Health Information	Cal/OSHA Consultation Services 1515 Clay Street, Suite 1901 Oakland, CA, 94612	(818) 901-5403	https://www.dir.ca.gov/DOSH/CalOSHA.htm#consultation (Cal/OSHA Consultation Services)

APPENDIX: SERVICES CONTINUED

Form	Address	Phone Number	Links
STATE			
Employer Registration Form	Employment Development Department (EDD), Employment Tax Customer Service Office by phone at or send forms to P.O. Box 2068, Rancho Cordova, CA, 95741	(888) 745-3886	https://edd.ca.gov/en/payroll_taxes/am_i_required_to_register_as_an_employer (EDD Employer Registration Instructions)
Sales & Use Permit (Seller's Permit)	Department of Tax and Fee Administration (DTFA), Sales/Use Tax Division PO Box 942879, Sacramento, CA, 94279	(800) 400-7115	https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm (DTFA Seller's Permit Instructions)
State Income Tax Information	Franchise Tax Board (FTB), Business Entities Division PO Box 1468, Sacramento, CA, 95812	(800) 338-0505	https://www.ftb.ca.gov/file/business/index.html?WT.mc_id=akBE02 (FTB Business Filing Information)
Wage/Hour Standards	Department of Industrial Relations (DIR), Labor Commissioner's Office 1515 Clay Street, STE 401, Oakland, CA, 94612	(510) 285-3502	https://www.dir.ca.gov/DLSE/dlse.html (Under "Employers")

APPENDIX: SERVICES CONTINUED

Form	Address	Phone Number	Links
STATE			
Workers' Compensation Insurance	Department of Industrial Relations (DIR), Division of Workers' Compensation 6755 Hollister Avenue, Suite 100, Goleta, CA, 93117	(805) 968-0258	https://www.dir.ca.gov/DWC/dwc_home_page.htm (Workers' Compensation) https://www.dir.ca.gov/DWC/Employer.htm (Employer Information)
COUNTY			
Fictitious Business Name (FBN) Or Doing Business As (DBA) Statement	County of Ventura, Office of the County Clerk, Recorder, and Assessor Government Center Hall of Administration, Main Plaza 800 South Victoria Avenue, Ventura, CA 93009-1260	(805) 654-2263	https://recorder.countyofventura.org/county-clerk/county-clerk/forms/ (FBN Forms)
CITY			
Building and Construction Permit	City of Ventura, Community Development Department 501 Polk Street Public Counter Room 117 Ventura, CA 93002	805-654-7869	https://www.cityofventura.ca.gov/1863/Permits-Forms-and-Documents

APPENDIX: SERVICES CONTINUED

Form	Address	Phone Number	Links
CITY			
Business License Tax Certificate	City of Ventura, Finance Department, Business Tax Office 501 Poli Street, Room 107, Ventura, CA 93001	805-658-4715	https://www.cityofventura.ca.gov/1552/Business-License
Police Permits/ Licenses	City of Ventura, Police Department 1425 Dowell Drive Ventura, CA 93003	805-339-4400	https://www.cityofventura.ca.gov/2267/Police (Ventura PD)
Land Use Permit/Zoning Clearance	City of Ventura, Community Development Department, Planning Division 630 Garden Street, Post Office Box 1990	805-654-7869	https://www.cityofventura.ca.gov/DocumentCenter/View/29515/Zoning-Clearance-for-New-Business-Licenses-Form (Zoning Permit)

Ventura County, Ventura City: Services

If you are providing services for other people (for example, a massage therapist, hairdresser, life coach) the following guide lays out the necessary licenses, permits and other materials that one must obtain. If you live in the City of Ventura, **you must comply with the Federal requirements listed above on page one, and the State and County requirements listed in previous pages.** These permits and licenses are what you, as the incorporator, have to obtain for your establishment. There are permits and licenses on the State, County and City levels. The guide below is for the City of Ventura in Ventura County. You will find that there is a point of contact under each permit or license that one must call in order to begin the process of obtaining the permit or license. For more information visit: <https://www.calgold.ca.gov/>

APPENDIX: SERVICES CONTINUED

Form	Address	Phone Number	Links
CITY			
Business License Tax Certificate	City of Ventura, Finance Department, Business Tax Office 501 Poli Street, Room 107, Ventura, CA 93001	805-658-4715	https://www.cityofventura.ca.gov/1552/Business-License
Building and Construction Permit	City of Ventura, Community Development Department	805-654-7869	https://www.cityofventura.ca.gov/1863/Permits-Forms-and-Documents
Fire Prevention Inspection	City of Ventura, City Fire Department 1425 Dowell Drive Ventura, CA 93003	805-658-4717	https://www.cityofventura.ca.gov/180/Fire-Prevention (Fire Prevention)
Land Use Permit/Zoning Clearance	City of Ventura, Community Development Department, Planning Division 630 Garden Street, Post Office Box 1990	805-654-7869	(Zoning Permit)
Police Permits/ Licenses	City of Ventura, Police Department 1425 Dowell Drive Ventura, CA 93003	805-339-4400	https://www.cityofventura.ca.gov/2267/Police (Ventura PD)

APPENDIX 12: RESTURANT

Ventura County, Ventura City: Restaurant

The following guide lays out the necessary licenses, permits and other materials that one must obtain if they are planning to begin a restaurant, or an establishment that sells alcohol. These permits and licenses are what you, as the incorporator, have to obtain for your establishment. There are permits and licenses on the Federal, State, County and City levels. **You must comply with the federal requirements listed on previous pages.** No matter what County or City you, as the person running the business, are from, the Federal and State licenses will be the same, if you live in California. The guide below is for the City of Ventura in Ventura County. You will find that there is a point of contact under each permit or license that one must call in order to begin the process of obtaining the permit or license. For more information visit: <https://www.calgold.ca.gov/>

Form	Address	Phone Number	Links
STATE			
Corporation, Company, or Partnership Filings	California Secretary of State Office 1500 11th Street, Sacramento, CA, 95814	(916) 657-5448	https://www.sos.ca.gov/business-programs/business-entities/forms (SOS Forms)
Alcohol License	Department of Alcoholic Beverage Control, Southern Division 12750 Center Court Drive, Suite 700, Cerritos, CA, 90703	(562) 402-0659	https://www.abc.ca.gov/licensing/ (Licensing forms)
Alcohol Beverage Tax	Department of Alcoholic Beverage Control, Southern Division 12750 Center Court Drive, Suite 700, Cerritos, CA, 90703	(562) 402-0659	https://www.abc.ca.gov/licensing/apply-for-a-new-license/license-application-requirements/ https://onlineservices.cdtfa.ca.gov/_/

APPENDIX: RESTURANT CONTINUED

Form	Address	Phone Number	Links
STATE			
Inquiry and Illness Prevention Plan	Division of Occupational Safety and Health (Cal/OSHA) Consultation Services 1515 Clay Street, Suite 1901, Oakland, CA, 94612	(818) 901-5403	https://www.dir.ca.gov/dosh/consultation.html (Cal/OSHA Consultation) https://www.dir.ca.gov/DOSH/CalOSHA.htm#consultation (Cal/OSHA Consultation Services)
Employer Registration Form	Employment Development Department (EDD), Employment Tax Customer Service Office by phone at or send forms to P.O. Box 2068, Rancho Cordova, CA, 95741	(888) 745-3886	https://edd.ca.gov/en/payroll_taxes/am_i_required_to_register_as_an_employer (EDD Employer Registration Instructions)
Sales & Use Permit (Seller's Permit)	Department of Tax and Fee Administration (DTFA), Sales/Use Tax Division PO Box 942879, Sacramento, CA, 94279	(800) 400-7115	https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm (DTFA Seller's Permit Instructions)
State Income Tax Information	Franchise Tax Board (FTB), Business Entities Division PO Box 1468, Sacramento, CA, 95812	(800) 338-0505	https://www.ftb.ca.gov/file/business/index.html?WT.mc_id=akBE02 (FTB Business Filing Information)

APPENDIX: RESTURANT CONTINUED

Form	Address	Phone Number	Links
STATE			
Stormwater Permit + General Water Discharge requirements	Cal/EPA, Water Resources Control Board located at 1001 I Street, Sacramento, CA, 95814	(916) 341-5455	https://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.html (under "Industrial General Permit") https://www.waterboards.ca.gov/water_issues/programs/waste_discharge_requirements/ (Under "Do I need a permit?")
Wage/Hour Standards	Department of Industrial Relations (DIR), Labor Commissioner's Office 1515 Clay Street, STE 401, Oakland, CA, 94612	(510) 285-3502	https://www.dir.ca.gov/DLSE/dlse.html (Under "Employers")
Workers' Compensation Insurance	Department of Industrial Relations (DIR), Division of Workers' Compensation 6755 Hollister Avenue, Suite 100, Goleta, CA, 93117	(805) 968-0258	https://www.dir.ca.gov/DWC/dwc_home_page.htm (Workers' Compensation) https://www.dir.ca.gov/DWC/Employer.htm (Employer Information)

APPENDIX: RESTURANT CONTINUED

Form	Address	Phone Number	Links
COUNTY			
Fictitious Business Name (FBN) Or Doing Business As (DBA) Statement	County of Ventra, Office of the County Clerk, Recorder, and Assessor Government Center Hall of Administration, Main Plaza 800 South Victoria Avenue, Ventura, CA 93009-1260	(805) 654-2263	https://recorder.countyofventura.org/county-clerk/county-clerk/forms/ (FBN Forms)
Health Permit	County of Ventura, Environmental Health Services 800 S Victoria Ave, Ventura, CA 93009	805-654-2813	https://vcrma.org/en/food-facilities-plan-check
Weights and Measures Inspection	County of Ventura, Agricultural Commissioner 555 Airport Way, Suite E Camarillo, CA 93010	(805)654-2444	https://www.ventura.org/agricultural-commissioner/weights-and-measures/

APPENDIX: RESTURANT CONTINUED

Form	Address	Phone Number	Links
CITY			
Building and Construction Permit	City of Ventura, Community Development 501 Poli Street Public Counter Room 117 Ventura, CA 93002	805-654-7869	https://www.cityofventura.ca.gov/1863/Permits-Forms-and-Documents
Business License Tax Certificate	City of Ventura, Finance Department, Business Tax Office 501 Poli Street, Room 107, Ventura, CA 93001	805-658-4715	https://www.cityofventura.ca.gov/1552/Business-License
Industrial Wastewater Discharge Permit	City of Ventura, Ventura Water Department 336 Sanjon Road Ventura, CA 93002	805-667-6500	https://www.cityofventura.ca.gov/1913/Industrial-Pretreatment
Authority to Construct/Permit to Operate	City of Ventura Building & Safety Division 260 N San Antonio Rd, Suite A, Santa Barbara, CA, 93110	805-654-7869	https://www.cityofventura.ca.gov/DocumentCenter/View/22479/Permit-Application-PDF?bidId=

APPENDIX: RESTURANT CONTINUED

Form	Address	Phone Number	Links
CITY			
Land Use Permit/Zoning Clearance	City of Ventura, Community Development Department, Planning Division 630 Garden Street, Post Office Box 1990	805-654-7869	https://www.cityofventura.ca.gov/DocumentCenter/View/29515/Zoning-Clearance-for-New-Business-Licenses-Form (Zoning Permit)
Police Permits/Licenses	City of Ventura, Police Department 1425 Dowell Drive Ventura, CA 93003	805-339-4400	https://www.cityofventura.ca.gov/2267/Police (Ventura PD)

Ventura County, City of Ventura: Restaurant

If you live in Ventura, you must comply with the Federal requirements listed on page one, and the State, and County requirements listed in previous pages. The guide below is for the City of Ventura, and the requirements specific to the City of Ventura. You will find that there is a point of contact under each permit or license that one must call in order to begin the process of obtaining the permit or license. For more information visit: <https://www.calgold.ca.gov/>

Form	Address	Phone Number	Links
CITY			
Business License Tax Certificate	City of Ventura, Finance Department, Business Tax Office 501 Poli Street, Room 107, Ventura, CA 93001	805-658-4715	https://www.cityofventura.ca.gov/1552/Business-License

APPENDIX: RESTURANT CONTINUED

Form	Address	Phone Number	Links
CITY			
Industrial Wastewater Discharge Permit	City of Ventura, Ventura Water Department 336 Sanjon Road Ventura, CA 93002	805-667-6500	https://www.cityofventura.ca.gov/1913/Industrial-Pretreatment
Fire Prevention Inspection	City of Ventura, City Fire Department 1425 Dowell Drive Ventura, CA 93003	805-658-4717	https://www.cityofventura.ca.gov/180/Fire-Prevention (Fire Prevention)
Land Use Permit/ Zoning Clearance	City of Ventura, Community Development Department, Planning Division 630 Garden Street, Post Office Box 1990	805-654-7869	fdeve (Zoning Permit)
Building and Construction Permit	City of Ventura, Community Development Department 501 Poli Street Public Counter Room 117 Ventura, CA 93002	805-654-7869	https://www.cityofventura.ca.gov/1863/Permits-Forms-and-Documents

ABOUT WEV

Starting a business is an exciting endeavor, and it can also feel overwhelming. WEV is here to assist and support your business journey.

Contact WEV at 805-965-6073, visit us at 4001 Mission Oaks Blvd Suite K, Camarillo, CA 93012, and connect with us on Facebook, Instagram (@womenseconomicventures) and LinkedIn (Women's Economic Ventures)

About Women's Economic Ventures (WEV), www.wevonline.org

Women's Economic Ventures is dedicated to creating an equitable and just society through the economic empowerment of women. WEV is a business resource network for anyone looking to start a business, grow a local business, or improve their business skills. WEV provides small business support - including classes, consulting, and funding - as well as financial literacy programs in Ventura and Santa Barbara counties. While WEV's focus is on women, it welcomes people of all gender identities into the WEV community. Business courses, programs and loans are provided in both English and Spanish.

Since 1991, WEV has provided business training and small business advisory services to more than 28,000 people throughout Santa Barbara and Ventura counties. WEV has made more than \$6.9 million in small business loans and helped nearly 5,300 local businesses start or expand, generating an estimated \$873 million in annual sales and creating over 12,400 local jobs. WEV is a U.S. Small Business Administration's Women's Business Center and Microlender, as well as a certified Community Development Financial Institution (CDFI).