

**CITY OF PALMDALE**

**BUSINESS CHECKLIST**

**COMMERCIAL LOCATION**

1. Before leasing or purchasing property from which your business will be conducted, call the City Planning Department for zoning and sign regulations, which may be applicable to the site.
2. File fictitious business name (DBA).
3. If your business includes retail sales, file for resale number with the State Board of Equalization.
4. File necessary forms for federal and state employers' numbers if you will have any employees.
5. Check to see if your occupation is required to have any state licenses. State licenses are customarily required for business such as contractors, engineers, doctors, auto repair, 2nd hand dealers, etc.
6. If you are dealing in any food products or use or maintain hazardous waste materials, you will need a Los Angeles County Health permit.
7. If you will have any alcoholic beverages you will need to contact the Alcoholic Beverage Control department.
8. If you will have any tobacco or firearms at your business you will need to contact the Bureau of Alcohol, Tobacco and Firearms.
9. Apply at City for your business license and/or permit with Occupancy Review prior to opening your business. Please call for fee information.

All telephone numbers and instructions for the above checklist are given, and explanations are on the reverse side of this sheet.

**Association Board of Realtors** - (661) 575-9175

**Bureau of Alcohol, Tobacco & Firearms** - (213) 894-4815 [atf.gov](http://atf.gov)

**Child Care Licensing** - Los Angeles County (310) 337-4333

**City of Lancaster:** Finance Dept/Business License - 723-6033

**City of Palmdale:** **Building and Safety Department** - (661) 267-5353

**Business License Department** - (661) 267-5434

**Planning Department** - (661) 267-5200

**Consumer Affairs – dca.ca.gov**

**Board of Barbering and Cosmetology** (800) 952-5210

**Bureau of Automotive Repair** - (818) 596-4400

**Bureau of Electronic Repair** – (916)-574-2067

**Contractors State Licensing Board** - (800) 321-2752 [cslb.ca.gov](http://cslb.ca.gov)

**Department of Alcoholic Beverage Control** - (818) 901-5017 [abc.ca.gov](http://abc.ca.gov)

**Federal or State Employer Number:** IRS business tax kit (800) 829-3676 or 829-1040 [irs.gov](http://irs.gov). CA Franchise Tax Board (800) 338-0505 [ftb.ca.gov](http://ftb.ca.gov)

**Fictitious Name Filing (DBA):** Must be published in a *newspaper and recorded with the Los Angeles County Register Recorder/County Clerk.*

**(Please Note:** If you will be using your *last name* in the name of your business, you will NOT be required to file a DBA, however banking institutions may require you file for a business checking account). Fees vary depending on the newspaper.

Antelope Valley Journal (661) 947-5009 3166 E Palmdale Blvd. #107

Antelope Valley Press (661) 273-2700 37404 Sierra Hwy

Acton/Agua Dulce News (661) 269-1169

**Los Angeles County Health Department:**

Lancaster – Health Inspections (661) 723-4533

Vehicle/Catering or Mobile Food (626) 430-5500

**Registrar Recorder/County Clerk** - (562) 462-2125

Website for name verifications: [regrec.co.la.ca.us](http://regrec.co.la.ca.us)

**Secretary of State:** [ss.ca.gov](http://ss.ca.gov)

**Articles of Incorporation** - (213) 897-3062

**Non-Profit Organization** - (916) 653-7244

**State Board of Equalization Office** (Resale Number) [boe.ca.gov](http://boe.ca.gov)

Van Nuys - (818) 904-2300

Bakersfield - (661) 395-2881