

CITY OF PALMDALE

BUSINESS CHECKLIST

HOME LOCATION

1. Obtain a Home Occupation Permit application. Read all conditions for a home based businesses and determine if your business will qualify for licensing.
2. File fictitious business name (DBA) if your business name does not include your last name.
3. If your business includes retail sales, file for resale number with the State Board of Equalization.
4. Check to see if your occupation is required to have any state licenses. State licenses are customarily required for businesses such as contractors, engineers, doctors, auto repair, 2nd hand dealers, etc.
5. If you are dealing in **any** food products or use or maintain hazardous waste materials, you will need a Los Angeles County Health permit.
6. If you will have any tobacco or firearms at your business, you will need to contact the Bureau of Alcohol, Tobacco, and Firearms.
7. Apply at the City for your business license and/or permit 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

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

Department of Alcoholic Beverage Control - (818) 901-5017 abc.ca.gov

Federal or State Employer Number: IRS business tax kit (800) 829-3676 or 829-1040 irs.gov. CA Franchise Tax Board (800) 338-0505 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

Lancaster Office (661) 945-6446 1028 W Avenue J2, Lancaster CA 93534

Filings done 8:30 – 11:00 & 1:00 – 3:30 Mon – Fri

Website for name verifications: regrec.co.la.ca.us

Secretary of State: 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

Van Nuys - (818) 904-2300

Bakersfield - (661) 395-2881