City of Avenal
919 Skyline Blvd.
Avenal, CA 93204
(559) 386-5766
Fax: (559) 386-0629

STARTING YOUR OWN BUSINESS

CHECKLIST

Before applying for any licenses call the City of Avenal's Planning and Community Development Department (559) 386-5782 to ensure that the location you have selected is zoned for your type of business.

BEFORE APPLYING FOR A BUSINESS LICENSE CONTACT THE FOLLOWING AGENCIES:

___ **EMPLOYMENT DEVELOPMENT DEPARTMENT, EMPLOYMENT TAX DEPARTMENT**

1050 "O" Street, Fresno, CA 93721 1-888-745-3886: Request an Employer Registration/State Employers Identification Number. The EDD has information about tax rates and payment schedules. The EDD requires registration within 15 days after hiring an employee.

___ **INTERNAL REVENUE SERVICE**

2525 Capitol Street, Fresno, CA 93721 (559) 444-2044**:** Request a Federal Employers Identification Number. The IRS also has information on employee withholdings, self-employment tax, sole proprietorship, partnership, and corporation taxes.

___ **STATE BOARD OF EQUALIZATION**

5070 N. 6th Street, Suite 110, Fresno, CA 1-800-400-7115 & (559) 440-5330: If you will be selling tangible personal property in the State of California, you must apply for a Seller's Permit. If your business is a partnership, all partners should be present to apply for the Permit. If your business is a corporation, one of the corporate officers must bring the Articles of Incorporation at the time of filing. You will be issued a Sales and Use Tax Permit Number when you apply for a Seller's Permit. There is no fee for a Seller's Permit, however, depending on your type of business; you may be required to post a deposit, which would be refundable after three (3) years of non-delinquent payments.

___ **STATE FRANCHISE TAX BOARD**

2550 Mariposa Ave. Fresno, CA 1-800-852-5711: Once each year, every business in the State of California is required to submit a Business Income Tax Statement to the Franchise Tax Board or a private accountant. Corporations are taxed on a different basis. Information regarding tax procedures will be given to you when you file the Articles of Incorporation with the Secretary of State's Office.

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___ **COUNTY CLERK RECORDER'S OFFICE**

1400 W. Lacey Blvd. Hanford, CA 93230 (559) 582-3211 ext. 2472: If you will conduct business under a name other than your legal name, you need to file a Fictitious Business Name Statement with the County Clerk Recorder's Office. To file check the business name index at the Recorder's Office to make sure no one else is doing business under that name. After filing the Statement you will receive a certified copy of application. Your bank will request a copy of this certified form to open your business account. The recorder also has publishing requirements that must be met.

___ **AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS & MEASURES OFFICE**

680 N. Campus Drive Suite B Hanford, CA 93230 (559) 582-3211 Ext. 2830: If you will be using commercial weights or measuring equipment in you r business, you are required to notify the Agricultural Commissioner/Sealer of Weights & Measures Office within 24 hours of equipment installation. Businesses such as delicatessens, candy stores, grocery stores, or gas stations are included in this category. Within two (2) weeks of notification, the scales or weights in your business will be inspected.

___ **ENVIORNMENTAL HEALTH DEPARTMENT**

330 Campus Drive Hanford, CA 93230 (559) 584-1411: Businesses that dispense food to the public, clean pools or septic tanks need Health Permits. A Health Permit is required before you can open the following types of businesses:

BARS
FOOD ESTABLISHMENTS
DAIRIES
MANUFACTURER OF FOOD GOODS
PRODUCE VENDORS
SOFT SERVE MACHINES
BREAD STORES
MOBILE FOOD DISTRIBUTORS
GASOLINE/DIESEL DISTRIBUTORS
POOL CLEANING BUSINESS
SEPTIC TANK BUSINESS

____ **PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT**

919 Skyline Blvd. Avenal, CA 93204 (559) 386-5782 M-F 8 a.m. – 4:30 p.m.: To set up a business or service in your home, you need to obtain a Home Occupation Permit. For information on procedures and restrictions, contact the Planning and Community Development Department.

____ **BUSINESS LICENSE DEPARTMENT**

919 Skyline Blvd. Avenal, CA 93204 (559) 386-5766 ext. 11: The City issues special licenses to businesses requiring further investigation and sometimes City Police Department approval. The

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License Office will forward the application to Avenal Police Department, if necessary.

Businesses requiring Special Licenses are:

ADULT RELATED ESTABLISHMENTS
CARD ROOM
FIREWORKS STANDS
SECOND HAND, JUNK & PAWN SHOPS
CARNIVALS, CIRCUSES
CONCERTS, DANCES
MOBILE VENDORS

*Businesses that will be selling alcoholic beverages must apply for licenses to sell such items. Contact the Alcoholic Beverage Control, 4540 Ashland Blvd. Fresno, CA (559) 225-63343

YOUR LAST STEP is applying for a business license certificate. Business Licenses are Non-transferable. If you are buying an established business, you MUST still apply as a NEW business.

____ **BUSINESS LICENSE DEPARTMENT**

919 Skyline Blvd. Avenal, CA 93204 (559) 386-5766 ext. 11: **All businesses operating within Avenal City Limits are required to have a Business License Certificate. A business license is good for one year or less, depending on the date of issuance.**

Contractors and those applying for Special Licenses, please note that no business License will be issued if you do not meet the following:

Minimum Limits of Insurance

1. General Liability: $1,000,000.00 per occurrence for bodily injury, personal injury and property damage; (Occurrence Form CG0001).
2. Automobile Liability: $1,000,000.00 per accident for bodily injury and property damage; (Form CA0001).
3. Professional Liability: $1,000,000.00 per claim and in aggregate with $25,000 each claim deductible.
4. Workers Compensation Insurance as required by the State of California & Employer's Liability Insurance.
5. Coverage shall be endorsed to name the City of Avenal, its officials, officers, agents, employees and volunteers as additional insured on a separate Additional Insured Endorsement form at least as broad as ISO CG 20 10;