



CITY OF LOS ALAMITOS

Business Support Center

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Phone: (562) 321-5683 Fax (909) 348-0465

Email: LosAlamitos@hdlgov.com

Website: LosAlamitos.hdlgov.com

To Apply Online Please Visit:

www.LosAlamitos.hdlgov.com

A 10-STEP PLAN TO STARTING A BUSINESS IN LOS ALAMITOS

1. Evaluate Your Needs and Determine Your Location

The Community Development Department has information on business incentive programs, starting a business, and Chamber of Commerce information. Working in cooperation with the private real estate community, the City also assists businesses wishing to locate or expand by identifying possible locations and offering incentives.

2. Zoning Code and Allowable Uses

The City has established zoning ordinances for both home-based businesses and commercial addresses. It is important to compare your proposed use to the list of allowable uses before signing a lease.

3. Fictitious Business Name

If you intend to name your firm anything other than your own name a fictitious business name, also called a dba (Doing Business As), is required. To File a Fictitious Business Name contact the Orange County Clerk Recorder, at (714) 834-2500, or visit www.ocgov.com

4. Obtain a Business License

Chapter 5.04 of the Los Alamitos Municipal code requires that a Business License Tax be paid before any business, trade, profession or occupation is conducted within the City. A Business Tax payment is required even for businesses based outside of the City (or which have paid business taxes to another City) if you are conducting business or advertising in the City. To apply for a business license please contact the Business Support Center at (562) 321-5683, or visit the following website: www.LosAlamitosBusinessTax.com

5. Obtain Important State Permits

The Community Development Department can help you determine what other permits or licenses you may need. Contact information for commonly used offices is located below:

- **Wholesale and Retail Businesses Seller's Permits**
State Board of Equalization: (800) 400-7115, press 0
- **Health Inspections for Restaurants and Food Vendors**
OC Environmental Health Care Agency: (714) 834-4722
- **Liquor Licenses for Restaurants Serving Alcohol and Liquor Stores**
OC Alcoholic Beverages Control: (714) 558-4101
- **Permits for Some Types of Retail and Manufacturing**
South Coast AQMD: (909) 396-2000 Website: www.aqmd.gov
- **Business Structure**
If you are filing as a corporation, S corporation, partnership, or limited liability company, you must register with the Secretary of State: (916) 657-5448 Website: www.sos.ca.gov

6. Obtain Proper City Permits - (562) 431-3538

- **Planning & Zoning**
For questions about Zoning, Environmental Review, Land Use, Conditional Use Permits, and subdivisions, call extension 303.
- **Signage (Temporary or Permanent)**
For questions about allowable signage types and sizes, call extension 303.
- **Building & Safety**
For questions about Plan Check, Building Permits, call extension 302.
- **Public Works**
For questions concerning public right-of-way, sanitation, and recycling, call extension 101.
- **Fire Prevention Services**
For questions about hazardous materials, underground storage tanks, and fire investigations, call OCFA at (714) 573-6000.

7. Obtain a Federal Employer Identification Number

A partnership, corporation, or a sole proprietorship with employees requires a Federal Employer I.D. Number. A sole proprietorship without employees may use the owner's social security number. For more information contact the Internal Revenue Service at (800) 829-1040, or visit: <http://www.irs.gov>.

8. Obtain a State Identification Number

The same rules generally apply for a State Tax I.D. Number as for a Federal Tax I.D. Number. For more information contact the Employment Development Department at (888) 745-3886, or visit www.edd.ca.gov.

9. Open a Checking Account for Your Business Only

Separate business and personal accounting is essential when you file your tax return.

10. Successful Businesses Have Business Plans

The Small Business Development Center offers a workshop on how to prepare a business plan. For a schedule of low-cost workshops, call (714) 564-5200.

If you have any questions about starting a business, please don't hesitate to contact the City of Los Alamitos Business Support Center, at (562) 321-5683, or by email at LosAlamitos@hdlgov.com

We look forward to helping you start a successful business!