

Essentials Check List

- ✓ Form a Business Entity
- ✓ Obtain a Business License
- ✓ File for a Fictitious Business Name
- ✓ Meet Zoning Requirements
- ✓ Obtain State License for Required Professions
- ✓ Meet Employment Requirements
- ✓ Obtain Business Insurance
- ✓ Obtain Business Specific Permits and Licenses

This is an information brochure provided for your convenience by the Scotts Valley Chamber of Commerce. As Scotts Valley Chamber member, we can assist you in becoming a part of the business community. Ask us how.

If you have any questions or for clarification on a topic, please contact the appropriate government office for exact details.

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Additional Resources

- **Santa Cruz Public Library**
Forms and research
www.santacruzpl.org / 420-5730
- **Cal Gold**
Business Permits Online
www.calgold.ca.gov
- **Franchise Tax Board**
Sales tax information
www.taxes.ca.gov/Small_Business
info: 800 338-0505 Assist 800 852-5711
- **Internal Revenue Service (IRS)**
Forms and Employee ID online
www.irs.gov/business/small/index.html
Info: 800 829-3676 EIN: 866 816-2065
- **Small Business Development Center**
Counseling and assistance with business plans and financing
www.businessonline.org / 479-6136
- **S.C.O.R.E.**
Counseling and assistance with business plans
www.score.org / 475-6522
- **Alcohol and Beverage Control (ABC)**
Licensing to serve/sell alcohol
www.abc.ca.gov/Salinas Office 755-1990
- **Employment Development Dept. (EDD)** State Tax ID and free job listings
www.caljobs.ca.gov or www.edd.ca.gov
888 745-3886 or locally 464-6293
- **State Board of Equalization (SBE)**
Seller Permit (resale)
www.boe.ca.gov/ 800 400-7115

*The
Scotts Valley
Chamber of Commerce
presents...*

***How to
open a
business in
Scotts Valley...***



The key steps to opening a business in Scotts Valley...

Scotts Valley City Requirements

All businesses physically located in the city of Scotts Valley must have a **business license**, a **Police Information Sheet**, a **Statement of Hazardous Material Usage** and pay the City of Scotts Valley Finance Department all applicable fees. Any business located outside Scotts Valley but doing business in the city must obtain a **business license**. All these must be on file prior to commencement of business.

- If you are planning on opening a **home office**, a **Home Occupation Form** is required.
- All **signs** must be reviewed and approved by the Planning Department.
- Also, Contact the City Planning Department for **zoning requirements** in your area.

City of Scotts Valley

Finance/Licensing 831-440-5611
Planning/Zoning 831-440-5630
Www.scottsvalley.org
Police Information 440-5650
www.scottsvalleypd.com
Fire Department 438-0211
Www.scottsvalleyfire.com

Santa Cruz County Requirements

- If your business name does not include the surnames of all owners of a business or the full corporation name then you are required to obtain a **Fictitious Business Name** from the County Clerk's Office. Non-profit organizations are exempt from this regulation.
- **Special County Permits** are required for particular types of businesses. Businesses having to do with food, animals, gambling, or hazardous material should contact the Planning Department.

County of Santa Cruz

County Clerk 454-2470
Planning Dept. 454-2580
www.co.santa-cruz.ca.us

State and Federal Requirements

- You will need appropriate state and federal tax ID numbers (see resources list).
- If you are planning to hire employees, there are various requirements that you need to meet. **Employee related requirements** include filing a **SS-4 form** with the IRS, 800-829-3676 to obtain an Employer Identification Number. You must also file a **DE-1 form** with the Employment Tax Section of the CA Employment Development Department, 464-6293. You also need to have each

of your employees complete an **I-9 form** for INS, 800-870-3676. and a **W-2** for the IRS. You are also required to carry **Workers' Compensation Insurance** for your employees. You can use a state insurance fund, 559-433-2600 or contact your own insurance agent for coverage.

- You are responsible for complying with **California Occupational Safety Health Act**, www.dir.ca.gov/Counters/t8index.htm and regulations within.
- To obtain **non-profit status**, you need to contact both the state Franchise Tax Board and the Internal Revenue Service.
- To **incorporate** your business you need to file with the Secretary of States office, www.ss.ca.gov/business/corp/corp_formsfees.htm
- The state requires that certain professions such as realtors, lawyers, etc. obtain a license from the state prior to practicing. For general information contact The Consumer Affairs Department, 916-445-1254.
- For **copyright** information contact the US copy right Office at 202-707-3000.
- For **patent** information contact the Assistant Commissioner for Patents, 800-786-9199.
- For **trademark** information contact the Secretary of State, Trade-mark Services, 916-653-4984.