



# San Dimas Small Business Guide



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# Contents

## Introduction



Congratulations on establishing, or considering starting or expanding your small business in San Dimas. The City of San Dimas recognizes that small businesses are critical to our community. We are dedicated to helping your business succeed.

No doubt you have put a lot of thought into how your business should look and function. Hopefully this has been written in a formal business plan. You may have even found some potential locations to start your business. Now it is time to begin the implementation process. For many, understanding the City’s vision for its business areas and obtaining the necessary approvals is new and unfamiliar. It needn’t be.

This guide is designed to help you navigate the licensing and permitting process and to answer many of your questions. We have provided you with an overview of the process and the most frequently asked questions. One handbook cannot answer every question, so we have also provided phone numbers of other resources to make the process easier.

You have chosen San Dimas for your business because of the City’s setting and economic viability. The City of San Dimas has established standards and regulations to ensure a quality City and to protect your future investment. In general, the required City approvals for most new businesses include:

- **Business License** – required to operate a business in the City.
- **Zoning Approvals** – required to ensure that the type of business and the building are appropriate to the neighborhood. Other permits may be required for specific business types, such as a restaurant.
- **Building Permits** – required to assure conformance to building codes and life-safety requirements.

This business guide is organized to provide the information you need and to answer questions about:

- Finding the appropriate location for your business
- Obtaining a business license
- Obtaining zoning clearance
- Obtaining building permits
- Obtaining sign permits
- Expanding/modifying or moving your business
- Identifying contacts and resources

# Introduction

## Overview

These are the six primary steps to receive approval for a new business in San Dimas:

### **1. Determine the business entity**

The requirements for business registration depend upon the type of business ownership. The most common forms of business entities are: Sole Proprietorship, General Partnership, Limited Partnership, Limited Liability Partnership, Limited Liability Company, and a Corporation.

### **2. Obtain a Tax ID from State**

All businesses must obtain a tax identification number from the Franchise Tax Board of the State of California. If you have employees or are a corporation, you will need an Employer Identification Number (EIN) from the Federal IRS at:  
<http://www.irs.gov/businesses/small/index.html>

### **3. Obtain City Zoning Approval**

All businesses must comply with zoning requirements before conducting business in San Dimas. Depending upon the location and the type of business, the types of approvals may include: verification that use is permitted in zone, Conditional Use Permit, Development Plan Review Board, Planning Commission, and Sign Permit.

### **4. Naming the business**

Select a name for your business, and then file a fictitious name statement in a local newspaper.

### **5. Apply for a City Business License**

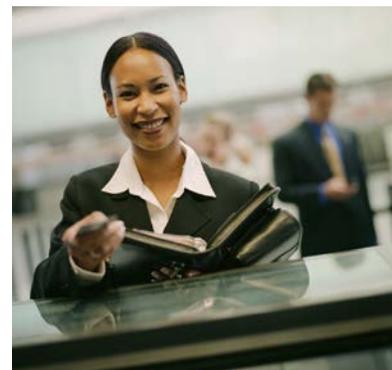
All businesses must have a valid business license.

### **6. Obtain Building Permits**

All businesses must obtain Building Permits for construction and interior improvements. Examples of work that require a permit includes, additions, demolition, new plumbing, new electrical wiring or lighting fixtures. Finish work that does not require a permit includes carpeting, wall papering, and painting.

### **Other Permits**

Depending upon your type of business, permits from other agencies may be required. For example, any business storing, handling, selling or serving food or drink must obtain a Health Department Permit from the County of Los Angeles. Any business, such as a restaurant or liquor store, selling alcoholic beverages must obtain a license from the California Department of Alcoholic Beverage Control. See page 11.



# Overview

## Naming Your Business

Now that you know what your business entity is, you need to decide what name to call it. For many small businesses picking a name is an important decision. If chosen properly, it will become synonymous with your business identity and attitude, such as “Trader Joe’s”. If you are a franchise or part of a chain of stores or restaurant, the name has already been decided.

Take care to select a name that conveys the nature of your business and is easily recognizable. Remember that your name will be competing with other businesses for attention. Whether by word-of-mouth, in print, or by signs, your business name is a primary way of advertising your business. “Carmen’s” could be anything from a dress shop to a nightclub. “Carmen’s Café” is much more effective at communicating with your hungry customers.

Another factor to consider when selecting a name for your business is how well it will work in a sign. For example, the name “The Law Offices of Able, Baker, Charles and Associates” is too long to be effective in a sign, and would probably be shortened into “Law Firm”. Likewise, avoid fonts that are too fancy to read, such as script styles: “Carmen’s Café”

## Filing a Fictitious Name Statement

Prior to opening a business, a business name must be selected that is not already in use and the name registered by filing a Fictitious Business Name Statement. If a business owner chooses to name the business with their own name (e.g., John Jones Enterprises), then no Fictitious Business Name Statement is required. For detailed information in determining a business name, and how to file a Fictitious Business Name Statement, visit the Los Angeles County Clerk’s Office website at: [http://www.lavote.net/CLERK/Business\\_Name.cfm](http://www.lavote.net/CLERK/Business_Name.cfm)

Business name searches and/or filings can be conducted online at the website listed above or in person at the following Registrar-Recorder/County Clerk’s office locations (phone call requests are not allowed):

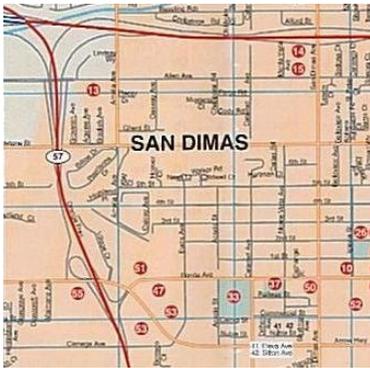
12400 Imperial Highway, 2nd Floor,  
Searches, Room 2207, Filings, Rm 2001  
Norwalk, CA 90650  
Office hours: 8 a.m. - 5 p.m. Monday-Friday, except holidays  
(562) 462-2177

Van Nuys District Office  
14340 W. Sylvan Street  
Van Nuys, CA 91401  
Search hours: 8:30 a.m. - 4:30 p.m.,  
Monday-Friday, except holidays  
Business name filing hours are 8:30  
a.m. - 11 a.m. and 12:15 p.m. - 3 p.m.  
(818) 374-7191

LAX District Office  
11701 S. La Cienega Blvd., 6th Floor  
Los Angeles, CA 90045  
Search Hours: 8:30 a.m. - 4:30 p.m.,  
Monday-Friday, except holidays  
Business name filing hours are 8:30  
a.m. to 11:00 a.m. and 1:00 p.m. to 3:30  
p.m.  
(310) 727-6142

# Name

## Finding the Right Location for Your Business



### **Determine your type of business**

This should include all of the functions of your business to ensure the location is appropriate for performing all of the business's operations. An example would be an auto parts retail store that also rebuilds engines: a retail location may be appropriate for parts sales, but not the engine rebuilding.

Once you know what type of business you want to start, the next step is finding a suitable location. You must have a business address to apply for a business license.

### **Factors to consider**

Many factors go into the selection of a retail location, including proximity to your target customers, cost to buy or lease, visibility, traffic volume, ample parking, and proximity to other businesses that attract your target customer. For a manufacturer, other factors may be more important, such as availability of skilled labor, and convenient truck access. The key is finding a location that satisfies all of these criteria and is properly zoned for your business.

### **Whom should I speak to first?**

The City's Planning Division can verify that a potential location is "zoned" for your business (meaning use is allowed). It is recommended that you check with Planning Division before entering escrow or lease. The City of San Dimas is divided into various residential, industrial and commercial zones. Zoning regulations vary from city to city,

so don't assume that your business can go into a zone by the same name in a different community. Oftentimes, a particular business is permitted in more than one zone. Maps of the zones are available.

A written description of your proposed business operation is crucial in determining proper zoning. You probably already have a detailed description in your business plan. A thorough description would define the nature of the business (e.g., "manufacturing of steel ball bearings by melting steel ingots, pouring into molds, and polishing"), size (square feet, number of employees), truck deliveries/shipping (e.g., "ten tractor trailer shipments per day"), hours of operation.

### **How can I find locations?**

After conferring with the Planning Division on zones that permit your business, and armed with a zoning map, you can drive around San Dimas checking on potential locations. Typically, properties for sale or lease have a sign posted on whom to call for details. Another method is to speak to a commercial real estate broker who maintains an inventory of available property, prices, terms, etc.

### **Home based businesses**

Certain types of businesses may be allowed in your home. This option is very cost effective and may offer the easiest way to start a business. This topic is covered in detail later.



# Location

## Zoning Approvals



Now that you have defined your type of business, and found some potential locations, you are ready to seek zoning approvals.

### **Zoning**

A planner in the Planning Division can provide a free consultation for you in determining if your business is permitted at the location you desire. The planner will also review with you any zoning conditions, parking requirements or other types of approvals that may be required.

### **Parking**

The amount of parking required by the City's Zoning Code depends upon the type of business. The Planning Division will provide you with a free determination of the specific parking standard for your business.

### **Conditional Use Permit (CUP)**

Some uses in certain zones require review and approval of a Conditional Use Permit. The purpose of a Conditional Use Permit is to ensure business use compatibility with the neighborhood. Typically, a CUP is required for business that has the potential to create noise, odors, glare or significant parking impacts. The CUP process is designed to ensure that potentially affected neighbors are both informed of, and provided an opportunity to comment on, the proposed business.

If the Planning Division determines that your business does require a CUP, a planner will be assigned to assist you. Application checklists, including fee amount, are available online and at the Planning Division. A floor plan and a written business description are required. Your application will be heard at a public hearing of the Planning Commission, and notices will be mailed to all surrounding property owners prior to the meeting.

### **What happens if I buy or take over a business with a CUP?**

The CUP approval "runs with the land" (unless conditioned otherwise) meaning that you do not need to apply for a new CUP at the same business address if the following statements are true for your business:

- Your business operation or intensity is the same as the approved business
- Your business can comply with all CUP conditions of approval

If your business operation is different, or your business cannot abide by the CUP conditions, then you will need to apply for a new CUP. The Planning Division can assist you in making this determination.

# Zoning Approvals

### Home Based Businesses

Home occupation for profit may be conducted in any residential zone, except massage is prohibited. Typical examples of home occupations include home offices, and businesses providing services at other locations, such as consultants. Application checklists are available online and at the Planning Division. A San Dimas business license is required. The following regulations must be met:

- No employees other than family members allowed to work in the home.
- No sale of products or services not produced at the home.
- No unsightly storage of materials or supplies.
- Not more than 2 rooms in home can be occupied for “home occupation.”
- The appearance of the home, or the conduct of business within home, shall not be such that it may be reasonably recognized as serving a nonresidential use, either by color, form, material of construction, lighting, sounds, noises, odors, vibrations or other means.



### Temporary Use Permit

To jumpstart your new business, you may desire a grand opening event with a temporary banner. These require review and approval of a Temporary Use Permit by the Planning Division. Temporary use regulations vary by zone. Generally, temporary special event banners are allowed for a period up to 30 days, and a maximum of four banners per year with a cumulative 60 display days. In addition, new businesses are allowed a banner for up to 90 days prior to opening (e.g., “Coming Soon” or “Opening in October”). Special outdoor display, such as a sidewalk sale, shall not exceed 3 consecutive days, with a maximum of four events per year. The Planning Division will explain the process and regulations. Application checklists are available online and at the Planning Division.



# Zoning Approvals

## Signs

### Do I need a Sign Permit?

Yes, your business will need a sign permit for new permanent signs or changing the face of an existing sign. All signs are reviewed and approved by the Planning Division; therefore, it is a good idea to check with the planner about what the sign regulations are before designing your sign.

### Types of Signs

A wide range of signs are allowed. The specific sizes vary depending upon the zoning designation and property owner's sign program. Off-site signs are prohibited. The following are examples of permanent signs generally allowed within the City:

- **Wall Signs** – Identification signs attached to wall. The primary sign is located along the storefront and secondary signs are located on sides and/or rear elevations.
- **Free-Standing Signs** – Free-standing or monument signs identify a shopping center or business park.
- **Window Signs** – Window signs are displayed in windows. In most zones may occupy up to 5% of window area.
- **Under Canopy Signs** – Signs mounted perpendicular to building face, sometimes called “projecting signs.”
- **Directional Signs** – There are various types of directional signs intended to direct customers to a business.



### How do I Design a Sign?

Typically, you will hire a sign company to design and manufacture your business signs. The Sign Ordinance contains the basic regulations for location and maximum size for each permanent sign type. The City of San Dimas publishes a booklet on sign design that will help you pick the type of sign, size, materials, colors, and fonts. Both documents are available in the Planning Division.

### What is a Sign Program?

If your proposed business location is in a shopping center, office complex or business park, the property owner may have a “sign program” with additional rules and specifications to follow. Sign programs cannot allow signs beyond that allowed by City’s Sign Ordinance; however, may have more limitations, such as requiring use of a specific font or color. Copies of these sign programs can be obtained from the property owner or their manager/leasing agent, and are also available in the Planning Division.

### Do I need a Building Permit?

Yes, most signs, except for those painted, also require a building permit. Plans and specifications, usually prepared by your sign company, must be submitted for plan check with the Building & Safety Division. Building code regulations deal with the proper method of attaching sign to the building, and electrical wiring for illumination.

### Can I have Temporary Signs?

Yes, you may advertise your grand opening or sales events with a temporary banner. Requires Planning Division review and approval of a Temporary Use Permit. Generally, temporary special event banners are allowed for a period up to 30 days, and a maximum of four banners per year with a cumulative 60 display days.

# Signs

## Obtaining a Business License



A business license is an annual tax required of any business doing business within the City. New businesses must apply for, and retain on an annual basis, a business license (i.e., business tax certificate) with the City of San Dimas Department of Finance at City Hall. Anyone conducting business within the City of San Dimas, regardless of whether their business address is within the city limits, requires a business license. Non-profit organizations are encouraged to apply for a no-fee business license.

### How do I Obtain a Business License?

There are six primary steps to opening a business in San Dimas. Once you have 1) determined your business entity, 2) obtained a Tax ID from State, 3) selected a business location and verified with the Planning Division that your use is allowed in that zone, and 4) chosen a name for your business, you can apply for a business license.

You must complete a Business License Application form that is available online or at the Department of Finance. For businesses with a fixed place of business in the City, the application must be submitted in person by the owner, proprietor, officer of the corporation, or an authorized agent with a letter signed by the business owner. Copies of any regulatory permits or licenses from the State or County of Los Angeles should be

submitted with your business license application, such as a Health Permit.

A detailed written description is required, and may require additional sheets or a letter. A thorough description should define the nature of the business (e.g., “manufacturing of steel ball bearings by melting steel ingots, pouring into molds, and polishing”), size (square feet, number of employees), truck deliveries/shipping (e.g., “ten tractor trailer shipments per week”), hours of operation.

Your application will be reviewed by the following City departments: Department of Finance, Planning Division, and by Public Works if business needs Industrial Waste Clearance from LA County.

### Is there a fee?

Yes, business license fees are adopted by City Council. A fee schedule is available online or at the Department of Finance.

### What about contractors?

Contractors, and their subcontractors, require a business license too because they are conducting business within the City. If you are a contractor, you will be also required to submit a Certificate of Insurance for Worker’s Compensation Insurance or a Worker’s Compensation Declaration. Your contractor’s license must be current and active. Copies of any regulatory permits or licenses from the State or County of Los Angeles should be submitted with your business license application.

# Business License

## Obtaining Building Permits



### What Requires a Building Permit?

All businesses must obtain Building Permits for construction and interior improvements. Examples of work that require a permit includes, additions, demolition, interior walls, drop ceilings, new plumbing, new electrical wiring or lighting fixtures. Finish work that does not require a permit includes carpeting, wall papering, and painting. The purpose of building codes is to provide minimum standards to safeguard people and property. The City's Building & Safety Division can assist you in determining what work requires a building permit.

### How do I Apply?

To obtain your building permit(s), you or your contractor must submit plans and pay the fees for plan check with the City's Building & Safety Division. The type of plans required, and the level of detail, will depend upon the scope of work proposed. When plans are required, it may be advisable to have an experienced design professional assist you. Also, if an EXIT path is proposed to be changed, California law requires the plans be prepared by a licensed design professional. Plans for non-structural alterations, such as door and window replacements, can be drawn by anyone. For projects involving structural modifications, plans and calculations are typically required and must be prepared, signed and stamped by an architect or engineer licensed in California.

### Are there certain permits which must be acquired first?

Yes, there are instances where you must get approvals before applying for building permits:

- If you need a Conditional Use Permit (CUP)
- If you need any permit from the LA County Department of Health, such as storing, selling or serving food or drink.
- If you need DPRB review
- If you need a recorded final subdivision map to create multiple lots

### Why do I need inspections and how do I request them?

If you are using a contractor, verify that they have a valid building permit before construction starts. This can be verified by a set of construction plans (blueprints) stamped APPROVED by City and by posting of the City's inspection "job card" for noting inspection "sign offs" by building inspector.

The City will require periodic inspections to ensure that what you have applied for is what is being built and conforms to building code standards. The building inspector acts on your behalf and that of the City to ensure the safety of your business and your building. Before covering over any work, you need to call and request inspection. The request phone number is (909) 394-6260 and requires at least a 24 hour notice.

### Handicap Access

In general, all new building features are required to meet current handicap access designs, including: parking stalls, ramp, path of travel, sales counter height, door hardware, and restroom layout. In addition, State (Title 24) and Federal (ADA) handicap laws also require that a portion (20%) of tenant improvement money spent be used to upgrade existing building features to make them more accessible.



# Building Permits

## Other Permits

### SCAQMD Permit

Stationary sources of air emissions from certain types of equipment, industrial processes, paints and solvents require a permit from the South Coast Air Quality Management District.



Certain types of businesses may require permits from other agencies. CalGOLD is a very helpful State website to find out what kinds of permits your business requires and who to contact: <http://www.calgold.ca.gov>

The most common examples are:

### Health Department Permit

An LA County Health Department Permit is required for any hair/nail salon, any business providing massage, and any business manufacturing, cooking, storing, packaging, selling or serving food or drink. LA County Health Department is online at: <http://lapublichealth.org/eh/index.htm>

### ABC License

Any business selling alcoholic beverages requires an Alcoholic Beverage Control (ABC) license. Contact:

State of California  
Department of Alcoholic Beverage Control  
222 E. Huntington Drive, Suite 114  
Monrovia, CA 91016  
(626) 256-3241  
Hours: 8:00 am-5:00pm  
Monday-Friday, excluding holidays  
<http://www.abc.ca.gov/>

### Fire Department

Certain business types and occupancies require Fire Department plan review or inspection. Examples include alterations to buildings equipped with fire sprinklers, new fire alarm or extinguishing systems, changes in occupancy, and businesses with hazardous substances. Plans and questions should be directed to:

Los Angeles County Fire Department  
Fire Prevention Division  
231 W. Mountain View Ave.  
Glendora CA 91741  
(626) 963-0067

### Industrial Waste Clearance

An LA County Department of Public Works Industrial Wastewater Discharge Permit is required for businesses that discharge into the sewer system, such as restaurants and manufacturers or if adding any new (non-bathroom) trap. Contact:

Los Angeles County  
Department of Public Works  
Industrial Waste Section  
125 South Baldwin  
Arcadia, CA  
(626) 574-0962  
Hours: 8:00 am – 9:30 am  
Monday-Friday, excluding holidays

### Storm Water Permit

A National Pollution Discharge Elimination System (NPDES) permit is required for most construction sites resulting in land disturbance of 1 acre or more. Contact:

State Water Resources Control Board  
1001 I Street  
Sacramento, CA 95812  
(916) 341-5250  
[www.swrcb.ca.gov/stormwtr/](http://www.swrcb.ca.gov/stormwtr/)

# Other Permits

## Moving/Expanding Your Business



In general, the process for expansion and/or modification is a more simplified process than opening a new business.

### **May I add a new use to my business?**

If you are considering changing your business use, such as adding a new type of service, new hours, new products, or new manufacturing process, then check with the Planning Division who will make a determination if this new use is allowed at your location (just as you did when you first searched for a business location). This will let you know quickly whether you can begin to offer this new service or product right away, or if you'll need to apply for a Conditional Use Permit (CUP). For example, let's say your business is an established restaurant and that you want to add alcoholic beverages to your menu. In most zones, alcohol requires a CUP, and an ABC liquor license will be required.

### **Already have a CUP?**

If your business already has a CUP, then any change in use will require application to amend your CUP through a new public hearing process. Ask first - don't assume. Depending upon the new use you are proposing, you might have to obtain different permits than you have in the past.

### **Can I expand my floor area?**

Yes, as businesses grow their space needs may grow too. Once again, you'll need to check with the Planning Division and Building & Safety Division to see if expansion is possible. If the planner determines that it is possible, then you must apply for building permits for any demolition or construction.

### **Can I move my business?**

Yes you may, provided that you check with the Planning Division to verify that zoning for new location allows use. Regulations vary from one zone to another, so don't assume that a use is allowed in all commercial zones. It is recommended that you check with Planning Division before entering escrow or lease.

If you decide to move, you'll need to apply for an amendment to your business license with the City's Department of Finance.

If you will be doing any construction at the new location, you must apply for building permits for any demolition or construction.

### **What if I change legal structure?**

As your business grows and changes, you may desire to change the way it is legally structured. For example, you may wish to include someone else in the ownership of your business, changing it from a sole proprietorship to a partnership. Changing the legal structure requires that you apply for a new business license with the City's Department of Finance.

# Expansion

## Additional Resources

### Getting Started

Fortunately, there is a wealth of information available to help you start your business. Most of the resources listed here are free. The California Business Portal website operated by the California Secretary of State is a good place to start at:

[www.sos.ca.gov/business/resources.htm](http://www.sos.ca.gov/business/resources.htm)

### Chamber of Commerce

By joining the San Dimas Chamber of Commerce you are tapping into resources to help you, and a way to market your business. You'll also make connections with other business owners who can offer the wisdom of their experiences in launching and running a business. Contact:

San Dimas Chamber of Commerce  
246 East Bonita Avenue  
P.O. Box 175  
San Dimas, CA 91773  
(in historic Martin House)  
(909) 592-3818  
[www.sandimaschamber.com](http://www.sandimaschamber.com)

### Business Plan

Preparing a business plan is an important first step on your way to a successful business. A business plan is a written blueprint of every aspect of your business. Sales, marketing, promotion, and location are just some of the aspects of creating a plan. The US Small Business Administration website has extensive resources for planning, starting and managing your business, including a tutorial on how to create a business plan at: [www.sba.gov/smallbusinessplanner/index.html](http://www.sba.gov/smallbusinessplanner/index.html)

### Small Business Development Center

The mission of the San Gabriel Valley Small Business Development Center (SBDC), hosted by Mt. San Antonio College, is to enhance economic growth by helping start and grow businesses. SBDC is currently the largest management and technical assistance program in the United States, serving the small business sector. They offer "start my own business" training, as well as other year-round training and one-on-one consulting to help your business grow. They can also help with preparation of SBA Loan packages and are the local processor of these packages for approval. Contact:

Mt. Sac SBDC  
5200 Irwindale Ave., Suite 140  
Irwindale, CA 91706  
(626) 337-2101  
[www.mtsacsbdc.com/web/](http://www.mtsacsbdc.com/web/)

### SCORE

Service Corps of Retired Executives (SCORE) provides free expert advice on virtually every aspect of business. The Los Angeles SCORE chapter contact:

330 North Brand Blvd., Suite 190  
Glendale, CA 91203  
(818) 552-3206  
email: [09@scorela.org](mailto:09@scorela.org)

### Finding a Location

If you would like help deciding on a location for your business, visit the California Business Investment Services (CalBIS). Their online site selection service provides tailored site selection services at: [//labor.ca.gov/calBIS](http://labor.ca.gov/calBIS)



# Resources

## Demographics

Defining your target customer is part of creating a business plan. There are many websites for demographic information. For example, City Data gives a good overview of San Dimas at: [www.city-data.com/city/San-Dimas-California.html](http://www.city-data.com/city/San-Dimas-California.html)

The State also has reports prepared by the Demographic Research Unit that provide data on the size, distribution, and make-up of the population of California at: [www.dof.ca.gov/HTML/DEMOGRAP/ReportsPapers/ReportsPapers.php](http://www.dof.ca.gov/HTML/DEMOGRAP/ReportsPapers/ReportsPapers.php)

The US Census Bureau has census data from 2000 at: [www.census.gov/main/www/cen2000.html](http://www.census.gov/main/www/cen2000.html)

## Labor Market Information

The California Employment Development Department has labor information to assist business owners. Get a description, wages, employment outlook, training providers, and skills of a single occupation. Get an overview of labor market information in the state or a county including employment and unemployment, industry data, wages, consumer price index. Find Occupational Projections of Employment, Occupational Wages, Industry Employment, Unemployment Rates at: [www.labormarketinfo.edd.ca.gov/](http://www.labormarketinfo.edd.ca.gov/)

## Tax Information

There are several State agencies that can assist you in determining your tax obligations and provide you with information about tax reporting and taxpayer rights. Links to these State agencies are found online at the California Business Portal website operated by the California Secretary of State is a good place to start at: [www.sos.ca.gov/business/tax.htm](http://www.sos.ca.gov/business/tax.htm)

Tax seminars for small businesses are offered by the State Board of Equalization at: [www.boe.ca.gov/sutax/tpsched.htm](http://www.boe.ca.gov/sutax/tpsched.htm)

Get your federal Employer Identification Numbers (EIN or SSN) applications from the Internal Revenue Service at: [www.irs.gov/pub/irs-pdf/fss4.pdf](http://www.irs.gov/pub/irs-pdf/fss4.pdf)

## Wage/Hour Laws

Businesses with employees must comply with laws establishing minimum standards for wages, hours and working conditions. Contact:

Department of Industrial Relations  
Labor Standards Enforcement  
320 W. Fourth Street, Suite 450  
Los Angeles, CA 90013  
(213) 620-6330  
[www.dir.ca.gov/DLSE/dlse.html](http://www.dir.ca.gov/DLSE/dlse.html)

## Waste Discharge Requirements (WDR's)

Any facility or activity that discharges, or proposes to discharge, waste that may affect groundwater quality or from which waste may be discharged in a diffused manner (e.g., erosion from soil disturbance) must first obtain waste discharge requirements. Contact:

Water Resources Control Board  
320 W. 4<sup>th</sup> Street, Suite 200  
Los Angeles, CA 90013  
(213) 576-6600  
[www.waterboards.ca.gov/losangeles/](http://www.waterboards.ca.gov/losangeles/)

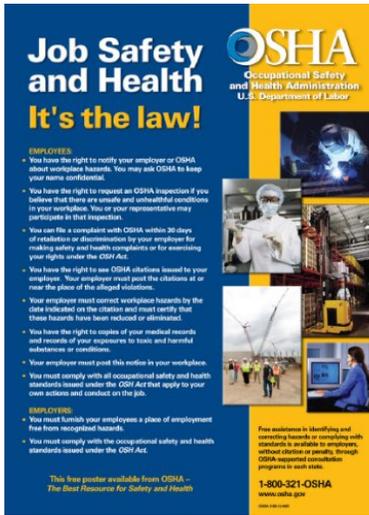
## Workers' Compensation Information

Businesses with employees must maintain Workers' Compensation Insurance coverage on either a self-insured basis, or provided through a commercial carrier, or the State Workers' Compensation Insurance Fund. Contact:

Department of Industrial Relations  
Division of Workers' Compensation  
320 W. 4th Street, 9th Floor  
Los Angeles, CA 90013  
213-576-7389  
[www.dir.ca.gov/DWC/dwc\\_home\\_page.htm](http://www.dir.ca.gov/DWC/dwc_home_page.htm)



# Resources



### Workplace Safety

Certain workplace situations require consideration of state and federal occupational safety and health regulations. For more information and assistance contact the Federal Occupational Safety & Health Administration (OSHA) at (866) 487-2365 or at their website at [www.osha.gov](http://www.osha.gov). For the State of California, contact California Department of Industrial Relations OSHA at (562) 944-9366 or their website at [www.dir.ca.gov](http://www.dir.ca.gov).

### Patents & Trademarks

If your business involves the need for a patent or trademark, you can contact the Federal Patent & Trademark Office at (800) 786-9199 or at their website at [www.uspto.gov](http://www.uspto.gov). You can also get free assistance and advice from the consultants at the Mt. Sac Small Business Development Center at (626) 337-2101 or at [www.mtsacsbdc.com](http://www.mtsacsbdc.com).

### Tools for Business Success

The San Gabriel Valley Economic Partnership hosts a service through the California Academy for Economic Development (CALED) website at:

[www.toolsforbusiness.info](http://www.toolsforbusiness.info)

Simply click on Southern California region and select San Gabriel Valley Economic Partnership from the drop-down list.



### Small Business Loans

Your business may qualify for a loan from the Federal Small Business Administration (SBA). Contact the SBA Answer Desk at 1-800-827-5722 or their website at [www.sba.gov/services/financialassistance/sbaloantopics/index.html](http://www.sba.gov/services/financialassistance/sbaloantopics/index.html). To be eligible, a business must be operated for profit and not exceed SBA's size standards. Repayment ability from the cash flow of the business is a primary consideration in the SBA loan decision process but good character, management capability, collateral, and owner's equity contribution are also important considerations. All owners of twenty percent (20%) or more of the business are required to personally guarantee SBA loans. The SBA does not deny approval for a SBA Guaranty Loan solely due to lack of collateral; however, it can be used as a reason, in addition to, other credit factors.

### U.S. Small Business Administration



# Resources