

CITY OF ALAMEDA
2263 Santa Clara Avenue, Room 230
Alameda, 94501

PROCEDURE FOR STARTING A BUSINESS

1. **BUSINESS LICENSES:** If you are conducting business or have a fixed place of business in a city, apply for your license at the city offices. Consult your telephone directory under the name of the city. License or tax rates and permit requirements vary from city to city. The telephone number for the City of Alameda, Business License Division is 510/747-4851, website is www.alamedaca.gov.

Issuance of a business license should not be construed as authorization to conduct a business within the Zoning District in which it is located. Please contact the Planning/Zoning Department to determine conformity of the business with City regulations.

If your business is based in one city but plan to conduct business in other cities, you will probably need a license from each city. If your business is based in an unincorporated area, you need to contact the county business license office. The telephone number for the County of Alameda is 510/670-6400.

2. **HOME OCCUPATION REGISTRATION:** Alameda Municipal Code 30-2 states that any business that is being conducted from a residential zoned area must complete a Home Occupation form. Planning staff is available in Room 190, or by phone at 510/747-6805, Monday through Thursday 7:30am to 3:30 pm.
3. **ZONING REQUIREMENTS & SIGN ORDINANCE:** Contact the Planning/Zoning Department. The City of Alameda Planning Department is located in room 190 and the telephone number is 510/747-6850. A permit is required for all signs proposed in conjunction with a business. Planning staff can also assist you with sign regulations.
4. **IMPORT/EXPORT:** In addition to the City business license a special license is required for exportation. Please contact the Oakland U.S. Export Assistance Center, 1301 Clay Street, Suite 630N., Oakland, CA 94612. Telephone number is 510/273-7350, fax 510/251-7352. www.buyusa.gov/oakland.
5. **BUSINESS IMPROVEMENT AREA CHARGES:** The City of Alameda has two business improvement districts. In addition to the business license fee, there is a separate charge imposed upon businesses conducting their activities within the district. Businesses located in and around Park Street or Webster Street should contact the following office in their area:

Park Street Area	510/523-1392
Webster Street Area	510/523-5955

6. **BUILDING PERMITS:** If you plan to remodel, post or put up signs, or change anything in the building, you may need a permit. The Permit Center for the City of Alameda is located in room 190 and the telephone number is 510/747-6800.
7. **FICTITIOUS BUSINESS NAME:** Businesses with business names that do not include the full name of the owner or corporate name of the corporation, are required to file a petition of fictitious name with the County Clerk's Office at 1106 Madison Street, Oakland, CA 94607, (between 11th & 12th Street), telephone number 510/272-6363, website is www.acgov.org.
8. **SELLER'S PERMIT/RESALE NUMBER:** Retailers, wholesalers and manufacturers must obtain seller's permits from the California State Board of Equalization. The location is at 1515 Clay Street, Suite 303, Oakland, CA, telephone number 510/622-4100, website is www.boe.ca.gov.
9. If you plan to hire employees, there are several requirements.
 - A. You must obtain an employer identification number from both the Internal Revenue Service and the California Employment Development Department. The nearest offices are listed below:

Internal Revenue Service
1301 Clay Street, South Tower, Suite 160
Oakland, CA
Telephone number 1-800-829-1040

California Employment Development Department
7700 Edgewater Drive
Oakland, CA
Telephone number 1-800-300-5616
 - B. You should arrange for workers' compensation insurance coverage. For information call the State Department of Industrial Relations, 510/622-2861.
 - C. You should contact the California Industrial Relations, Office of Industrial Safety regarding requirements for safety and health standards in your place of employment. Telephone number 510/622-2916.
10. If you are going to prepare and sell food, you will need to obtain a permit from the Environmental Health Services at the County Health Services Agency. Telephone number 510/567-6700.
11. The Small Business Administration located at 455 Market Street, 6th Floor, San Francisco holds workshops for small business owners. Telephone number 415/744-6820.