



Quick Reference Contact Information

For your resale number:

State of California Board of Equalization
8050 N Palm Avenue, Suite 205
Fresno, CA 93711
(559) 440-5330
www.boe.ca.gov

For Federal ID number:

Internal Revenue Service
5104 N Blythe Avenue
Fresno, CA 93722
(559) 452-3201
www.irs.gov

For state ID number and withholding schedule:

Franchise Tax Board
12550 Mariposa Mall
Fresno, CA 93721
(800) 338-0505
Wwww.ftb.ca.gov

For filing of a Fictitious Business Name:

Fresno County Clerk
2221 Kern Street
Fresno, CA 93721
(559) 488-3003 or (800) 829-1040
www.co.fresno.ca.us/2850/post/fbnapp.pdf

Transfer of beer and wine or liquor license:

Alcoholic Beverage Control
3640 E Ashlan Ave
Fresno, CA 93726
(559) 225-6334
www.abc.ca.gov

Food Preparation Inspection:

Fresno County Health Services Agency
Community Health Department
1221 Fulton Mall
Fresno, CA 93775
(559) 445-3357
www.co.fresno.ca.us

City of Clovis Contact Information

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|--|----------|---------------------------|----------|
| • General Information | 324-2000 | • Neighborhood Nuisance | 324-2400 |
| • Animal Control | 324-2450 | • Building Permits | 324-2390 |
| • Billing (Water, Sewer, Refuse) | 324-2130 | • Graffiti | 324-2426 |
| • Refuse, Streets, Parks (non-billing) | 324-2600 | • Park Reservations/Info. | 324-2610 |
| • Public Transportation | 324-2770 | • Visitor Information | 324-2084 |
| • Job Openings | 324-2733 | • Economic Development | 324-2080 |

Business Start-Up Incubation and Training

Central Valley Business Incubator (CVBI)

1630 E. Shaw Ave., Suite 163
Fresno, CA 93710
P: (559) 292-9033
F: (559) 294-6537
www.cvbi.org

Small Business Development Center (SBDC)

Manchester Center
3302 N. Blackstone Ave., Suite 225
Fresno, CA 93726
P: (559) 230-4056
http://www.ccsbdc.org

For business license obtained at a local level and issued by city and county offices:

Fresno County Tax Collector
Tulare and "M" Streets
Fresno, CA 93727
(559) 488-3482
www.co.fresno.ca.us

City of Clovis Finance Department
1033 Fifth Street
Clovis, CA 93612
(559) 324-2112
www.cityofclovis.com



So You Want to Start a Business...

A Simple Guide to Starting Your Own Business

Starting a new business is exciting and sometimes challenging. The following information is provided to assist you through the process of starting a business in Clovis. You will find an extensive listing of valuable information and contacts in this document.



Please use the following checklist of items that should be examined prior to opening your business. We hope that by reviewing this, we may better assist your efforts to get your business open and operating in a timely manner.

- Prepare a Business Plan
- Verify Zoning Regulations
- Determine your Business Structure
- Obtain Federal Tax ID Number
- Register a Fictitious Name
- Obtain your Business License
- Obtain Permits & Licenses
- Utility Service



Suite 200
356 Pollasky
Clovis, CA 93612
(559) 324-2080



1. Prepare a Business Plan

There is no way to eliminate all risk associated with starting a business, but you can improve your chances of success with proper planning and preparation. A good starting point is to evaluate your strengths and weaknesses by creating a Business Plan. This will help determine whether or not you are ready to start a business.

A Business Plan is the blueprint or road map for where your business will travel. Your plan may also serve as a tool for raising capital and is usually required when applying for a loan or attracting financial investors.



2. Verify Zoning Regulations

Before finalizing your business location or signing lease agreements, contact the City of Clovis' Planning Department to determine the zoning designation of your proposed site. All businesses must locate in areas that allow specific kinds of business activity. Staff will help you determine if your business is an eligible use for a particular location and whether any special approvals are necessary.

Contact: City of Clovis Planning Department (559) 324-2340



If you plan to operate a business out of your home, you will need to fill out a Home Occupation Permit application.

Contact: City of Clovis Finance Department, Business License Division (559) 324-2112



3. Determine your Business Structure

If you want to establish your business as a corporation you must contact the Corporation Division of the California Secretary of State's Office. This office can supply you with all the information and forms you need. In addition, the Name Availability Unit can assist you in determining corporate name availability.

The Corporate Legal Unit will review and, if acceptable, file your articles, mergers and other legally required documents.

For more information, contact the State of California Secretary of State's Office, 1230 J Street, Sacramento, CA 95814, (916) 653-6814



4. Obtaining your Federal Tax ID Number

You may need to obtain Federal Income Tax Identification Numbers, also known as Federal Employer Identification Numbers (EIN's).

To find out if your business will require EIN's, contact the Internal Revenue Service (IRS) at 800-829-1040



5. Register a Fictitious Name

If you invent a name for your business that is other than your own, the name is considered a fictitious business name. All businesses should first register fictitious business names with the Fresno County Clerk's Office before obtaining a Business License with the City of Clovis Business License Division (see Step 6).

For more information, please call the Fresno County Clerk's Office at (559) 488-3428



6. Obtain your Business License and Sellers Permit

A City of Clovis Business License is required to operate a business within the City of Clovis.

Contact: City of Clovis Finance Department, Business License Division (559) 324-2112

Any business that sells or leases merchandise, vehicles, or other tangible goods in California, even if temporary, is required to register with the Board of Equalization and pay sales tax on the tangible sales. Any business that holds a seller's permit must file periodic sales and use tax returns with the Board and pay any sales or use tax due on your sales and purchases.

A Seller's Permit may be obtained from www.boe.ca.gov

Temporary permits are available to those whose sales activity will last no longer than 30 days, such as Christmas Tree Sales or sales at craft fairs, etc.



7. Obtain Permits & Licenses

Building Permit

A Building Permit is needed for all new construction in the city of Clovis. In most cases, a permit is also required for replacement of existing construction, additions, and remodeling. Building permits are how the City of Clovis regulates construction to ensure it is safe for occupancy or use. This is done through the review of plans and periodic inspections to verify compliance with the California Building Code and local regulations.

Contact: City of Clovis Building Department (559) 324-2390

Sign Permits:

If you plan on displaying a sign either outside a building or a sign intended to be visible from outside a building, you will need to obtain a Sign Permit. A Sign Permit is needed for both permanent and temporary signs such as building signs, window signs, and banners.

Contact: City of Clovis Planning Department (559) 324-2340



Restaurants and Food Vendors:

A health inspection is required for restaurants and food vendors. Contact the Fresno County Department of Health to arrange for an inspection, or to request information and advice regarding health and environmental safety issues.

Contact: Fresno County Health Services Agency, Community Health Department (559) 445-3357

California Department of Consumer Affairs License:

Many professional businesses such as accountants, engineers, doctors, and dentists require a State license from the California Department of Consumer Affairs. Businesses such as barbers, cosmetologist, security services, and auto repairs are also required to obtain a State license.

To find out if you must register your business, contact (800) 344-9940



Import/Export Permit:

If your business will involve the import or export of products with other countries, you may need to obtain an Import/Export Permit.

For more information, contact the United States Customs Service at (415) 782-9210.

Other Permits & Licenses:

Other regional, state, and federal permits and licenses may be required, depending on the nature of your business.

Contact: CalGOLD Business Permits Made Simple office at (916) 322-7394, or visit www.calgold.ca.gov



Utility Service:

Have you inquired about the "lead time" necessary in establishing new trash/garbage pick-up service?

Contact the Finance Department at (559) 324-2313

Gas and electric services in Clovis are provided by Pacific Gas & Electric (PG&E).

For more information, or to order service, contact PG&E at 800-468-4743

Your Business Is Welcome Here!

Visit www.cityofclovis.com, click on "Tools for Business". There, you will find information on Business Planning and Assistance, Funding, Business Incentives, Business Formation, Government Requirements, Employer Assistance, Online Classes, Business and Employee Training, International Trade, Buying Locally, Selling to the Government, Disaster Planning and Recovery, Doing Business with Large Companies, Selling on the Internet, Professional Services, Sustainable Business Practices, Growing your Business, and much, much more. Plus, you have access to a goldmine of business books where you can search for additional information to help you start and grow your business.