IF YOU HIRE EMPLOYEES, BE SURE TO REGISTER WITH THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT at edd.ca.gov. They will provide you with the necessary forms and answer any questions you may have regarding your responsibilities. As an employer, the State requires you to do the following:

- withhold state income tax
- withhold state disability insurance
- pay unemployment tax
- pay for any employment training costs

If you have employees, you are required to be located in a commercial location.

You must also register with the Internal Revenue Service (IRS) at irs.gov in order to receive an Employer Identification Number. The IRS offers many services to new business owners and will provide a package of helpful information explaining the types of forms used and due dates for these forms.

As an employer, you are required to carry workers’ compensation insurance. You may obtain this insurance through your own insurance agent or the State Compensation Insurance Fund of California (SCIF) at scif.com. The SCIF is a non-profit, public enterprise fund that operates like a mutual insurance carrier.

WILL YOU HAVE EMPLOYEES?

Innovation

Retail and Wholesale Business Permits – If your business will involve sales, you will need to obtain a Seller’s Permit from the State Board of Equalization at boe.ca.gov.

Other Permits and Licenses – To determine what other regional, State, and federal permits and licenses your business may need, contact the State’s “CalGOLD Business Permits Made Simple” at calgold.ca.gov.

Restaurants, Mobile Food Vendors, Salons, and Tattoo Parlors – A health inspection is required for restaurants and mobile food vendors, as well as salons and tattoo parlors. Contact the Alameda County Environmental Health Department at acgov.org/achd to arrange for an inspection, or to request information and advice regarding health and environmental safety issues. Union Sanitary District (USD) unionsanitary.com approval is also needed for a restaurant.

You must also register with the Internal Revenue Service (IRS) at irs.gov in order to receive an Employer Identification Number. The IRS offers many services to new business owners and will provide a package of helpful information explaining the types of forms used and due dates for these forms.

As an employer, you are required to carry workers’ compensation insurance. You may obtain this insurance through your own insurance agent or the State Compensation Insurance Fund of California (SCIF) at scif.com. The SCIF is a non-profit, public enterprise fund that operates like a mutual insurance carrier.

GARBAGE AND RECYCLING SERVICES

Business must subscribe to garbage and recycling services with Fremont’s exclusive hauler, Republic Services. Fremont has some of the lowest commercial garbage rates in the county. Contact Republic Services at 510.657.3500 or republicservices.com/alameda-county.

The Fremont Recycling and Transfer Station (FRITS) is a local public disposal facility where you can bring extra trash, appliances, and construction debris. The FRITS is also the location for the Household Hazardous Waste Facility. Small businesses can drop off hazardous materials such as paint, fluorescent tubes, solvents, and auto fluids. Contact the FRITS at 510.472.0500 or fremont-recycling.com.

GOING GREEN

Are you interested in becoming a Certified Bay Area Green Business? Visit greenbusinessca.org for more information. For free assistance with recycling training contact City of Fremont’s Environmental Services at 510.494.4570 or visit fremont.gov/environment.

UTILITIES

Pacific Gas & Electric (PG&E) – Gas and electric services in Fremont are provided by PG&E. Contact PG&E at 800.468.4743 or pge.com.

Alameda County Water District (ACWD) – Serves the cities of Fremont, Newark, and Union City. Contact ACWD at 510.659.1970 or acwd.org.

Union Sanitary District (USD) – Provides wastewater/sewer services. Contact USD at 510.477.7500 or unionsanitary.com.

LOCAL BUSINESS ASSOCIATIONS

- Fremont Chamber of Commerce – fremontbusiness.com
- Centerville Business & Community Association – cbcafremont.com
- Irvington Business Association – irvingtonbusiness.com
- Mission San Jose Chamber of Commerce – mjsccom.org
- Niles Main Street Association – niles.org
- Niles Merchants Association

EMPLOYEE OWNERSHIP

Project Equity – Promotes employee ownership of local businesses. Project – equity.org

OTHER RESOURCES

OTHER AGENCY PERMITS AND LICENSES — continue from page 3
**DEVELOP A BUSINESS PLAN**

**A BUSINESS PLAN IS THE FIRST STEP TO STARTING A SUCCESSFUL BUSINESS.** This plan will help you evaluate your idea, estimate costs, and determine the strengths and weaknesses of your proposal. A business plan may also serve as a tool to help raise money and is usually required to apply for a loan.

To assist in developing your business plan, the City of Fremont now offers OpenCounter, an online tool that helps start the conversation about what it takes to open your business in Fremont.

**STRUCTURE YOUR BUSINESS**

**IT IS IMPORTANT TO DETERMINE THE STRUCTURE OF YOUR BUSINESS FOR OPERATING AND BUSINESS REPORTING PURPOSES.** Will you operate your business as a sole proprietor, partnership (2 or more owners), corporation (1 or more stockholders/officers)?

As a sole proprietor, partnership (2 or more owners), or corporation (1 or more stockholders/officers) you must contact the required to be filed with the California Secretary of State. It is optional for partnerships to file with the State.

If you are starting a corporation, a limited liability company (LLC), or a limited partnership (LP), you must contact the California Secretary of State’s Office. They can supply you with all the information and forms you need. Visit their website sos.ca.gov/businesses for more information. Even if you believe you are an exempt business, you must register with the City. The Revenue Division can provide you with information to determine whether your business is exempt from City business taxes. You may also want to consult an attorney or tax accountant for more guidance.

You can also call the City’s Zoning line at 510.494.4455 to determine if your business is a permitted use for the location and if any special approvals are needed. To find commercial properties that are for lease or sale, visit www.siliconvalleynline.org/business-tools/commercial-property-search/. If you cannot find what you are looking for, staff in the Office of Economic Development are eager to help. Feel free to contact them at 510.284.4020 or email econdev@fremont.gov.

**LOCATION. LOCATION. LOCATION.**

**BEFORE SIGNING A BUILDING/PROPERTY LEASE OR PURCHASING PROPERTY, VISIT FREMONT.ZONINGCHECK.COM TO DETERMINE THE ZONING OF THE SITE.** Not all spaces are suitable or allowed for certain types of business uses. City zoning exists to protect you and your neighbors from incompatible uses. For example, it may not be safe for a child care center to be located next door to a chemical manufacturing plant. Zoning restrictions help avoid this potential hazard.

**REGISTER A FICTITIOUS NAME**

**IF YOU WILL BE REGISTERING YOUR BUSINESS USING A NAME THAT IS DIFFERENT THAN YOUR OWN LEGAL NAME, SUCH AS BUSINESS AS (DBA),** you need to register the business name with The Alameda County Clerk Recorder’s Office at acgov.org/auditor/auditor/county.recorder. This step needs to be completed before obtaining a business tax (license) from the City of Fremont.

Also, public notices announcing your new business name must be posted for four weeks in the local newspaper to complete the registration process. Contact the East Bay Times at eastbaytimes.com, the Tri-City Voice at tricityvoice.com, or the Mercury News at mercurynews.com for public notices.

**TAX REPORTING**

**ALL BUSINESSES ARE REQUIRED TO FILE BOTH STATE AND FEDERAL TAX RETURNS.** Visit the State Franchise Tax Board website at ftb.ca.gov and the federal Internal Revenue Service website at irs.gov to learn more about specific requirements. Will you sell a product? The California Board of Equalization can assist you in determining whether you need a Seller’s Permit. You may also be required to collect sales tax. To do so, the Board of Equalization will need to issue you a resale number in order to report that sales tax. Visit their website at boe.ca.gov.

Whether self-employed or an employer with one or more employees, you must pay Social Security taxes. Find more details atssa.gov/employer.

**APPLY FOR A FREMONT BUSINESS TAX**

**THE CITY OF FREMONT USES THE TERM “BUSINESS TAX” RATHER THAN “BUSINESS LICENSE.”** The application fee is $30 for most commercial businesses located in Fremont. The renewal fee in subsequent years is $30, plus a $4 State ADA Business fee, plus an amount based on the type of business. All home-based businesses are required to apply for a business tax (license) and a Home Occupation Permit. The Home Occupation Permit fee is $120 for five years (not pro-rated). In addition, businesses located outside of Fremont, but doing business in Fremont (such as vendors, consultants, and contractors) are required to apply and pay for a Fremont business tax (license). Some businesses may be eligible for a business tax exemption. Check fremont.gov/BusinessTax.

If you receive a 1099, you need to register for a business tax account with the City. If you need assistance in completing the necessary forms, please contact the Revenue Division at 510.494.4790 or businesstax@fremont.gov. Once a business is registered, most businesses can renew online.

**FREMONT PERMITS**

**YOUR BUSINESS MAY REQUIRE PERMITS AND/OR SITE INSPECTIONS BY CITY DEPARTMENTS AS PART OF YOUR APPLICATION APPROVAL.** This depends on your business type and/or if you are making improvements to a building.

To determine permit requirements and fees, visit Fremont.OpenCounter.com. Building Permits - Building Permits are how the City ensures construction is safe for occupancy and use. This permit is required for all new construction. Your business must be located in a building constructed appropriately for your use. A permit is also required for most modifications, repair, construction, additions, or remodeling. Any changes to a building must comply with the federal Americans with Disabilities Act (ADA). Building permit applications can be obtained from the City’s Development Services Center at fremont.gov/DevelopmentServicesCenter.

**OTHER AGENCY PERMITS AND LICENSES**

**DEPENDING ON THE TYPE OF BUSINESS, YOU MAY BE REQUIRED TO OBTAIN PERMITS OR LICENSES FROM THE CITY OF FREMONT, COUNTY, STATE, OR FEDERAL AGENCIES.** Please contact these individual agencies directly if applicable.

Alcohol Beverage Control (ABC) License – No person may directly or indirectly — on any pretense — sell, barter, charge for possession, or otherwise dispose of alcoholic beverages as part of a commercial transaction without having obtained the proper license or permit. abc.ca.gov

California Department of Consumer Affairs License – Many professional businesses such as accountants, engineers, dentists, and doctors have to acquire a State license from the California Department of Consumer Affairs. Businesses such as barbers, cosmetologists, security services, and auto repair shops are also required to obtain a State license. Visit dca.ca.gov to find out if you must register your business. Child Care Center or Family Child Care Home License – Licensing of all child care centers and family child care homes in California is required. A license can be obtained through the California Department of Social Services at cdss.ca.gov in addition, large family day care homes with 9-14 children must also obtain a business license from the City’s Revenue Division at fremont.gov/BusinessTax. Even if your business is determined to be exempt from other licensing and/or permitting requirements, you must still register for a business tax account.

Contractor’s License Construction – This is one of the largest industries in California’s diverse economy. The Contractors State License Board (CSLB) receives and processes applications for new licenses, additional classifications, changes of license records, and license renewals. An Applicant for Original Contractor’s License can be obtained from any CSLB office, by telephone, or online at cslb.ca.gov. All subcontractors must also register for a City business tax account. Failure to register may result in your permit being placed on hold. 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 from the US Customs Service. cbp.gov/trade —continue on back page