

## OTHER AGENCY PERMITS AND LICENSES —continue from page 3

STEP  
8

**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/aceh](http://acgov.org/aceh) to arrange for an inspection, or to request information and advice regarding health and environmental safety issues. Union Sanitary District (USD) [unionsanitary.com](http://unionsanitary.com) approval is also needed for a restaurant.

## WILL YOU HAVE EMPLOYEES?

STEP  
9

**IF YOU HIRE EMPLOYEES, BE SURE TO REGISTER WITH THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT** at [edd.ca.gov](http://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.

**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. [boe.ca.gov](http://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." [calgold.ca.gov](http://calgold.ca.gov)

You must also register with the Internal Revenue Service (IRS) at [irs.gov](http://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](http://scif.com). The SCIF is a non-profit, public enterprise fund that operates like a mutual insurance carrier.

## OTHER RESOURCES

### 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](http://republicservices.com/alameda-county).

The Fremont Recycling and Transfer Station (FRTS) is a local public disposal facility where you can bring extra trash, appliances, and construction debris. The FRTS 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 FRTS at **510.252.0500** or [Fremont-recycling.com](http://Fremont-recycling.com).

### GOING GREEN

Are you interested in becoming a Certified Bay Area Green Business? Visit [greenbusinessca.org](http://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](http://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](http://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](http://acwd.org).

**Union Sanitary District (USD)** – Provides wastewater/sewer services. Contact USD at **510.477.7500** or [unionsanitary.com](http://unionsanitary.com).

### LOCAL BUSINESS ASSOCIATIONS

- Fremont Chamber of Commerce – [fremontbusiness.com](http://fremontbusiness.com)
- Centerville Business & Community Association – [cbcafremont.com](http://cbcafremont.com)
- Irvington Business Association – [irvingtonbusiness.com](http://irvingtonbusiness.com)
- Mission San Jose Chamber of Commerce – [msjchamber.org](http://msjchamber.org)
- Niles Main Street Association – [niles.org](http://niles.org)
- Niles Merchants Association

### EMPLOYEE OWNERSHIP

**Project Equity** – Promotes employee ownership of local businesses. Project – [equity.org](http://equity.org)



# HOW TO START YOUR BUSINESS IN FREMONT

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## DEVELOP A BUSINESS PLAN

STEP  
1

**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

STEP  
2

**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), or corporation (1 or more stockholders/officers)?

If you are a sole proprietor, no formation documents are 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

## LOCATION. LOCATION. LOCATION.

STEP  
3

**BEFORE SIGNING A BUILDING/PROPERTY LEASE OR PURCHASE AGREEMENT, VISIT [FREMONT.ZONINGCHECK.COM](http://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

STEP  
4

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

## TAX REPORTING

STEP  
5

**ALL BUSINESSES ARE REQUIRED TO FILE BOTH STATE AND FEDERAL TAX RETURNS.** Visit the State Franchise Tax Board website [ftb.ca.gov](http://ftb.ca.gov) and the federal Internal Revenue Service website at [irs.gov](http://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

When you visit the site, you are asked a series of questions about the business you are interested in opening. Based on your responses, the site provides you with the necessary City requirements and permit fees. The OpenCounter interface is streamlined, easy-to-use, and can be accessed anywhere, any time.

Visit [Fremont.OpenCounter.com](http://Fremont.OpenCounter.com) to get started!

California Secretary of State's Office. They can supply you with all the information and forms you need. Visit their website [sos.ca.gov/business/be](http://sos.ca.gov/business/be) 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.siliconvalleyonline.org/business-tools/commercial-property-search/](http://www.siliconvalleyonline.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 via email at [econdev@fremont.gov](mailto:econdev@fremont.gov).

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](http://eastbaytimes.com), the Tri-City Voice at [tricityvoice.com](http://tricityvoice.com), or the Mercury News at [mercurynews.com](http://mercurynews.com) for public notices.

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](http://boe.ca.gov).

Whether self-employed or an employer with one or more employees, you must pay Social Security taxes. Find more details at [ssa.gov/employer](http://ssa.gov/employer).

## APPLY FOR A FREMONT BUSINESS TAX

STEP  
6

**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](http://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](mailto:businesstax@fremont.gov). Once a business is registered, most businesses can renew online.

## FREMONT PERMITS

STEP  
7

**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](http://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, replacement 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](http://Fremont.gov/DevelopmentServicesCenter).

**SIGN PERMITS** – For businesses that want to display a sign that is visible from outside a building, a sign permit is required. Permits are required for both permanent and temporary signs. A permit application can be obtained from the City's Development Services Center at [Fremont.gov/SignPermit](http://Fremont.gov/SignPermit).

**OTHER PERMITS** – Other business activities that require a permit include conducting bingo games, distributing advertising material, performing massage services, selling goods from a non-stationary site, and operating a taxi. Permit applications for these types of activities can be obtained from the Revenue Division. In addition, a fire code permit may be required from the Fire Department and if a business is operating a burglar alarm, a permit is required from the Police Department at [FremontPolice.org](http://FremontPolice.org).

## OTHER AGENCY PERMITS AND LICENSES

STEP  
8

**DEPENDING ON THE TYPE OF BUSINESS, YOU MAY BE REQUIRED TO OBTAIN PERMITS OR LICENSES FROM THE VARIOUS 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](http://abc.ca.gov)

**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 repair shops are also required to obtain a State license. Visit [dca.ca.gov](http://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](http://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](http://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 Application for Original Contractor's License can be obtained from any CSLB office, by telephone, or online at [cslb.ca.gov](http://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](http://cbp.gov/trade)

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