

- **Fire Code Permits/ Hazardous Materials**

Fire Prevention Division

510.494.4280 | fremontfire@fremont.gov

- **Agency Coordination List**

www.fremont.gov/DocumentCenter/View/21482

- **Professional Businesses**

California Department of Consumer Affairs

800.952.5210 | www.dca.ca.gov

- **Import/Export Permit**

United States Customs Service

877.227.5511 | www.cbp.gov/trade

- **Restaurants, Mobile Food Vendors, Salons and Tattoo Parlors**

Alameda County Environmental Health Department

1131 Harbor Bay Parkway, Alameda, CA 94502

510.567.6700 | www.acgov.org/aceh

- **Retail and Wholesale Business Permits**

Board of Equalization

(510) 622-4100 | www.boe.ca.gov

- **Other Permits & Licenses**

CalGOLD Business Permits Made Simple

support@go-biz.desk-mail.com

www.calgold.ca.gov

ADDITIONAL CONTACTS

Alameda County Offices

1221 Oak Street, Suite 536, Oakland, CA 94612

510.208.9770 | www.acgov.org

Employment Development Dept. (EDD)

Oakland Employment Tax Office

7700 Edgewater Drive, Suite 100, Oakland, CA 94621

888.745.3886 | www.edd.ca.gov

State Compensation Insurance Fund (SCIF)

5880 Owens Drive, Pleasanton, CA 94588

888.782.8338 | www.statefundca.com

Tri-Cities One-Stop Career Center

39399 Cherry Street, Room 1211, Newark, CA 94560

510.742.2323 | www.tricitiesonestop.com

Service Core of Retired Executives (SCORE)

510.795.2244 | *By Appointment Only*

JOIN A LOCAL BUSINESS ASSOCIATION

Get involved with the business community!

Fremont Chamber of Commerce

510.795.2244 | www.fremontbusiness.com

Centerville Business and Community Association

510.552.0221 | www.cbcafreemont.com

Irvington Business Association

510.656.5375 | www.irvingtonbusiness.com

Mission San Jose Chamber of Commerce

510.552.3155 | www.msjchamber.org

Niles Main Street Association

510.742.9868 | www.niles.org

Niles Merchants Association

510.792.8023

Guide to Doing Business in Fremont



Revenue Division

39550 Liberty Street | P.O. Box 5006

Fremont, CA 94538-5006

510.494.4790 | www.fremont.gov/business-tax

STEP 1 > DEVELOP A BUSINESS PLAN

The first step to starting a successful business is a business plan. A plan will help you evaluate your idea, estimate costs and determine the strengths and weaknesses of your proposal.

WHO TO CONTACT

Alameda County Small Business Development Center
2101 Webster Street, Suite 1200, Oakland, CA 94612
510.208.0410 | www.acsbdc.org

City of Fremont Office of Economic Development
www.ThinkSiliconValley.com. This site includes information about the business climate in Fremont.

STEP 2 > CHECK AND CLEAR ZONING REGULATIONS

Contact the City of Fremont Development Services Center to determine the zoning designation of your proposed site. Planning Division staff will help you determine if your business is an eligible use for a specific location and whether any special approvals are necessary.

WHO TO CONTACT

City of Fremont Planning Division
39550 Liberty Street, Fremont, CA 94538
510.494.4455 | planinfo@fremont.gov | www.fremont.gov/Zoning

STEP 3 > STRUCTURE YOUR BUSINESS

It is important to determine the structure of your business for operating and reporting purposes. Will you operate your business as a sole proprietor, partnership (two or more owners), or corporation (one or more stockholders/officers)? If you are a sole proprietor, no formation documents are required to be filed with the 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 Secretary of State. They can supply you with the information and forms you will need. Even if you believe your business is exempt, you must register with the City. If you are a non-profit organization interested in applying for 501(c)(3) status, you must contact the IRS.

WHO TO CONTACT

California Secretary of State - Sacramento Office
1500 11th Street, Sacramento, CA 95814
916. 653.6814 | www.sos.ca.gov/business/be

Internal Revenue Service- Oakland Office
1301 Clay Street, Oakland, CA 94612
510.907.5000 | www.irs.gov

STEP 4 > REGISTER A FICTITIOUS NAME

If you will be registering your business using a name that is different from your own legal name, such as Doing Business As (DBA), you will need to register the business name with Alameda County. This step needs to be completed before obtaining a business tax certificate 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.

WHO TO CONTACT

Alameda County Clerk-Recorder's Office
1106 Madison Street, Oakland, CA 94607
888.280.7708 or 510.272.6362
www.acgov.org/business/dbiac.htm

LOCAL NEWSPAPER PUBLICATIONS

East Bay Times
800.598.4637 | www.eastbaytimes.com
The Tri-City Voice
510.494.1999 | www.tricityvoice.com
San Jose Mercury News
408.920.5111 | www.mercurynews.com

STEP 5 > APPLY FOR A CITY OF FREMONT BUSINESS TAX CERTIFICATE

The City of Fremont Revenue Division collects a business tax from any business operating in Fremont. The registration tax for most businesses operating in Fremont is \$30 plus a \$4 State mandated ADA fee. Payment of the initial registration tax results in the creation of a City of Fremont business tax account and the issuance of a City of Fremont business tax certificate. Annual renewal or closure of the City of Fremont business tax account is required, prior to the business tax certificate expiration date. Additional business tax may be due at the time of business tax account renewal, depending on your business activity. In addition to paying a City of Fremont business tax, home-based businesses are required to obtain a Home Occupation Permit. The Home Occupation Permit fee is \$120 for five years.

WHO TO CONTACT

City of Fremont – Revenue Division
39550 Liberty Street, P. O. Box 5006
Fremont, CA 94537-5006
510.494.4790 | Fax: **510.494.4754**
www.fremont.gov/business-tax

- If your business closes, or changes name, ownership, business address, or mailing address you must notify the City in writing (dated and signed) or call our office at **510.494.4790**.
- If your business has closed and had gross income or payroll, depending on the basis of your particular tax, you should send payment for your closing gross receipts with the letter.

Further information on the City of Fremont Business Tax can be found in the Fremont Municipal Code, Section 5.05 online at

www.codepublishing.com/CA/Fremont

STEP 6 > OTHER PERMITS AND LICENSES

Your business may require site inspections by the Fire and/ or Police Department as part of your application process, depending on your business type and/or if you are making improvements to a building. Also, depending on the type of business, you may be required to obtain permits or licenses from the following City, County, State, or federal agencies.

- **Alarm Permits**
Fremont Police Department
510.790.6755 | www.fremont.gov/BurglarAlarm
- **Alcohol Beverage Control (ABC) License**
ABC Alameda County-District Office
510.622.4970 | www.abc.ca.gov
- **Building Permits/Sign Permits**
Development Services Center
510.494.4460
www.fremont.gov/514/Community-Development
- **Child Care Center or Family Child Care Home License**
California Department of Social Services
Bay Area Regional Office
1515 Clay Street, Suite 1102
Oakland, CA 94612
510.622.2602 | Fax: **510.622-2641**
Counties: Alameda & Contra Costa
www.cdss.ca.gov
- **Contractor's License**
Contractors State License Board (CSLB)
800.321.2752 | www.cslb.ca.gov