



PALMDALE

a place to call home

BUSINESS CHECKLIST - COMMERCIAL LOCATION

1. Before leasing or purchasing property from which your business will be conducted, call the Planning Division for zoning and sign regulations, which may be applicable to the site.
2. Submit a copy of your fictitious business name (DBA) if not using your last name in the name of the business.
3. If your business is a corporation, please submit a copy of your Articles of Incorporation with your business license application.
4. If you are a contractor, please submit a copy of your Contractors State License with your business license application.
5. If your business includes retail sales, file for resale number with the State Board of Equalization.
6. File necessary forms for federal and state employers' numbers if you will have any employees.
7. Check to see if your occupation is required to have any state licenses. State licenses are customarily required for business such as contractors, engineers, doctors, auto repair, 2nd hand dealers, etc.
 - 5A. All automotive repair shops are required to obtain an industrial waste permit from the City.
8. If you are dealing in any food products or use, or maintain hazardous waste materials, you will need a Los Angeles County Health permit.
 - 6A. All food service establishments (i.e. restaurants) are required to obtain an industrial waste permit from the City. A grease removal device may be required to be installed prior to occupancy.
9. If you will have any alcoholic beverages, you will need to contact the Alcoholic Beverage Control Department.
10. If you will have any tobacco or firearms at your business, you will need to contact the Bureau of Alcohol, Tobacco and Firearms and the Planning Division.
11. Apply at the City for your business license and/or permit with Occupancy Review prior to opening your business. Please call for fee information.

Please see reverse side for telephone numbers and websites for any additionally required documents.

Association Board of Realtors - (661) 726-9175

Bureau of Alcohol, Tobacco & Firearms - (559) 487-5093 - (www.atf.gov)

Chamber of Commerce - (661) 273-3232

Child Care Licensing - (310) 337-4333 for Los Angeles County - (www.cclid.ca.gov)

City of Lancaster - Finance Department / Business License – (661) 723-6033

City of Palmdale Building and Safety Division - (661) 267-5353
Business License - (661) 267-5434
Industrial Waste – (661) 267-5272
Planning Division - (661) 267-5200

Consumer Affairs – (800) 952-5210 - (www.dca.ca.gov)

Board of Barbering and Cosmetology - (800) 952-5210 - (www.barbercosmo.ca.gov)

Bureau of Automotive Repair - (661) 702-6600 - (www.bar.ca.gov)

Bureau of Electronic & Appliance Repair, Home Furnishing and Thermal Insulation –
(916)-999-2041 - (www.bearhfti.ca.gov)

Contractors State Licensing Board - (800) 321-2752 - (www.cslb.ca.gov)

Department of Alcoholic Beverage Control - (818) 901-5017 - (www.abc.ca.gov)

Federal or State Employer Number - (800) 829-1040 or (818) 779-3625 - (www.irs.gov) for IRS
business tax kit / CA Franchise Tax Board - (800) 852-5711(www.ftb.ca.gov)

Fictitious Name Filing (DBA) - *Must be recorded with the Los Angeles County Registrar
Recorder/County Clerk's office and published in a newspaper in Los Angeles County.*

(Please Note: If you will be using your *last name* in the name of your business, you will NOT
be required to file a DBA; however, banking institutions may require you file for a business
checking account). *Website for name verifications - www.regrec.co.la.ca.us*

Los Angeles County Registrar Recorder/County Clerk - (800) 815-2666

#1 - File
DBA

Lancaster Office @ 44509 16th Street West - (661) 945-6446
Filings done between 8:30 – 11:00 & 1:00 – 3:30 Mon – Fri

#2 - Publish in
any newspaper
in LA

Antelope Valley Journal @ 3166 E Palmdale Blvd., Suite 107 - (661) 947-5009
Antelope Valley Press @ 37404 Sierra Highway - (661) 273-2700
Acton/Agua Dulce News @ 3413 Soledad Canyon Road - (661) 269-1169

County of Los Angeles Public Health - (www.publichealth.lacounty.gov)

Lancaster – Health Inspections (661) 723-4535
Vehicle/Catering or Mobile Food (626) 430-5500

Secretary of State - (www.ss.ca.gov)

Articles of Incorporation - (213) 897-3062
Non-Profit Organization - (916) 653-7244

State Board of Equalization Office - (www.boe.ca.gov)

Santa Clarita – (661) 222-6000 for a resale number