1. Before leasing or purchasing property from which your business will be conducted, contact the Planning Division for zoning and sign regulations, which may be applicable to the site. Planningdiv@cityofpalmdale.org - 661/267-5200.


3. Submit to Planning a Zoning Clearance - Occupancy Review form prior to opening your business, or a Home Occupation Permit if a home-based business.

4. Submit a copy of your Fictitious Business Name (FBN) if not using your last name in the name of the business.

5. If your business is a corporation, please submit a copy of your Articles of Incorporation with your business license application.

6. Contractors may need to provide proof of a current Contractors State License with your business license application.

7. If your business includes retail sales, file for a Seller’s Permit with the California Department of Tax and Fee Administration.

8. File necessary forms for federal and state employers’ id numbers if required.

9. Check to see if your occupation requires any state licenses through Department of Consumer Affairs. State licenses are customarily required for business such as doctors, contractors, engineers, auto repair, security and investigative, secondhand dealers, barbers, cosmetologist, manicurist, and beauty/barber/nail salons etc.

10. All automotive repair shops and 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.

11. If you are dealing with food products, or maintain hazardous waste materials, you will need a Los Angeles County Health permit.

12. If you will be serving or selling alcoholic beverages, you will need to contact the Alcoholic Beverage Control Department and Planning Division.

13. If you will be selling tobacco or firearms at your business, you will need to contact the Bureau of Alcohol, Tobacco, Firearms and Explosives, Planning Division and Business License.

14. Additional City Business Permits may be required depending on the type of business. Palmdale Municipal Code (PMC) Title 5 Business Regulation Chapter 5.04.150 Businesses requiring a business permit - states required business permits.

Please see reverse side for telephone numbers, websites, and additional information.


**Child Care Licensing Department of Social Services** - 916/651-4484  [www.cdss.ca.gov](http://www.cdss.ca.gov)

**City of Lancaster** - Finance Department / Business License – 661/723-6033  Support@HdLgov.com  HdL – 661/495-5100

**City of Palmdale**
- Building and Safety Division – 661/267-5353  B&S@cityofpalmdale.org
- Business License – 661/267-5434  BusinessLicense@cityofpalmdale.org
- Industrial Waste – 661/267-5272  iw@cityofpalmdale.org
- Planning Division – 661/267-5200  Planningdiv@cityofpalmdale.org

**Consumer Affairs** – 800/952-5210  [www.dca.ca.gov](http://www.dca.ca.gov)

**Board of Barbering and Cosmetology** – 800/952-5210  [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)
**Bureau of Automotive Repair** – 661/702-6600  [www.bar.ca.gov](http://www.bar.ca.gov)  barinfo@dca.ca.gov

**Bureau of Household Goods and Services** – 916/999-2041  [https://bhgs.dca.ca.gov](https://bhgs.dca.ca.gov)

**Contractors State Licensing Board** – 800/321-2752  [www.cslb.ca.gov](http://www.cslb.ca.gov)

**Department of Alcoholic Beverage Control** – 818/901-5017  [www.abc.ca.gov](http://www.abc.ca.gov)

**Federal or State Employer Number** – 800/829-1040 or 818/779-3625  [www.irs.gov](http://www.irs.gov) for IRS
CA Franchise Tax Board – 800/852-5711  [www.ftb.ca.gov](http://www.ftb.ca.gov)

**Fictitious Business Name (FBN)** – Also known as Doing Business As (DBA). If your last name is in the name of your business, filing a FBN is not required. FBN must be filed online or by appointment with the Los Angeles County Registrar Recorder/County Clerk’s office then published in a local newspaper in Los Angeles County. Publications run once a week for four weeks.

**Los Angeles County Registrar Recorder’s Office/County Clerk:** 800/201-8999  [www.Lavote.net](http://www.Lavote.net)
Lancaster office – 44509 16th Street West, Suite 101 (appointment only)
- Local newspapers:
  - Acton-Agua Dulce News
    Phone: 661-269-1169
  - Antelope Valley Journal
    Phone: 661-947-5009
  - Antelope Valley Press
    Phone: 661-273-2700

**Fictitious Business Name Search** verify if your business name is available here  [https://www.lavote.gov/fbn](https://www.lavote.gov/fbn)

**County of Los Angeles Public Health** – 888/700-9995  [www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)
Antelope Valley Health Inspections - 661/471-4880
Mobile Food Program – 626/430-5500 email - ehvip@ph.lacounty.gov

**Secretary of State** – Processes corporate and non-profit organization filings. For more information call 213/897-5310 or 916/657-5448  [www.ss.ca.gov](http://www.ss.ca.gov)

**California Department of Tax and Fee Administration** –  [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)
Seller’s Permit (resale number) – 800/400-7115 / Santa Clarita – 661/222-6000