Guide 1

1. Your Business Plan
When considering starting a business, it is advisable to first create a business plan. Depending on the size of your business, you may need to determine a method for accounting of finances, equipment and location, business laws, taxation, and if you will have employees, partners or contractors. There are different types of business structures such as: Sole Proprietorship, a Partnership, a Limited Liability Company, a Cooperative, and/or a Corporation. See the Business Licensing FAQ handout for more information.

2. Federal Resources
For the purpose of tax administration, contact the Internal Revenue Service (IRS) about an Employer Identification Tax Number (EIN) and if applicable, a Self-Employed Individuals’ (SE) tax.

3. State Resources
The California Department of Tax and Fee Administration (CDTFA) is the agency to contact to obtain a Seller’s Permit. This may be required for a business with any type of sales within the state or other types of business such as automotive repair.

4. County Resources
Every person who conducts a business in the state under a fictitious business name, any name other than your surname, have more than one owner, or to check against infringing on another business name, you will need to file a “Fictitious Business Name” (FBN) with the County Clerk’s Office.

Unlike real property, business property is reappraised annually. For assessment purposes, the owner of a business must file a property statement each year with the County Assessor’s Office.

Please contact the County Environmental Health Department for if your business is food sales, public pools/spas, tattooing, body piercing, permanent cosmetics, cosmetology or is a business that may require a health permit.

Air Quality permits are required for any equipment or process at a facility that may emit air pollutants. If this applies to you, please check with the Ventura County Air Pollution Control District (VCAPD).

County of Ventura Offices
800 S Victoria Av, Ventura CA 93009
(805) 654-5000
http://recorder.countyofventura.org/county-clerk
County Recorder/County Clerk
(805) 654-2263
http://assessor.countyofventura.org
County Assessor
(805) 654-2181
www.ventura.org/irma/envhealth
Environmental Health
(805) 654-2813
www.vcapd.org
Ventura County Air Pollution Control District
(805) 645-1400
669 Square County Drive, Ventura CA 93003

5. Oxnard City Requirements
Before committing to a location, be sure that location is appropriate for your type of business. If you will be conducting a business from a commercial, industrial or home location, you will need to contact the Planning Division first to verify that your business meets the guidelines set per city zoning code. A planner will review your business plans and discuss your best options. If the location of your business if appropriate for the zone, then you can apply for a Zone Clearance or Home Occupation Application.

Commercial Business-Zone Clearance Application
This application ties with a Business Tax Certificate for your business to operate at a commercial or industrial location. This application essentially clears your business to operate within a specific zone.

Zone Clearances will also reveal if your proposed business location will require building improvements, parking requirements and/or building occupancy requirements.

Additional Permits Requirements
If your proposed business will store hazardous materials, the fire department will require a Certified Unified Program Agency (CUPA) permit. If your business will discharge wastewater such as from auto car wash or repair, restaurants, etc. Your application will be reviewed by Water Resources District (Source Control).

Grand Openings/ Temporary Use Permits (TUP)
To help advertise most commercial businesses, you may want to have a grand opening. A Temporary Use Permit allows you to advertise a grand opening for 30-days. Inquire with a planner regarding a grand opening event.

Signs
A separate sign permit is required if your business will be installing, modifying or replacing a sign.

Home Based Business-Home Occupation Permit (HOP)
If your business will operate out of your home such as a home office, it will require a Home Occupation Permit in addition to a Business Tax Certificate. A planner will inquire about the type of business you intend to operate and disclose any limitations or restrictions. Generally, a home office is intended to use your home as a business address without modifying the existing residential use of the home.

Business Tax Certificates
Once you have determined a business plan, have all the necessary Federal, State and County requirements, an approved location identified for your business, you will be ready to apply for a Oxnard Business Tax Certificate.

A Business Tax Certificate is required before conducting any business, trade, profession, enterprise, establishment or occupation within the City of Oxnard. Even if your business physical address is outside the city but you are conducting business in the city, you will require a Business Tax Certificate.

Basics
Business Tax Certificates are issued on an annual basis. The business tax certificate must be renewed in advance on the first day of the anniversary month each year. The City will send a renewal notice, however penalties are assessed for delinquent accounts regardless of whether you receive a renewal notice or not.

Costs & Fees
The cost of a business tax certificate varies based on the type of business. Generally a business tax is calculated either on a flat rate or gross receipt. If the business tax is calculated on gross receipts, you will be required to provide a 12-month estimate of gross receipts. Each year thereafter you will be required to remit proof of gross receipts to renew.

Additional Permits
Some businesses require additional permits if offering certain types of services. These include but are not limited to dancing, entertainment, tobacco sales, massage, mobile vendors, taxi cab companies and taxi cab drivers. Contact License Services for additional information.

Exempt Activities
Some businesses are exempt from paying a business tax but must still submit an application for a business tax certificate. If you collect retirement benefits, are a non-profit organization, have a valid Public Utilities Commission (PUC) Permit or Mover Carrier Permit (MCP), please contact License Services for more information.
Guide 2
Ready to Start?

You

Are you ready to start a new business and have explored all applicable Federal, State and County requirements?

Yes

Planning

Will your business address be located within the city of Oxnard?

Yes

Will you operate your business from a commercial or industrial location?

Yes

ZNCL

Commercial Business-Zone Clearance (ZNCL) Your business will be at a commercial or industrial location. Contact the Planning Division to learn about zoning requirements that may apply to your business and to find about what forms and permits you may need such as a Zone Clearance Application in addition to your Business Tax Certificate (BTC).

No

HOP

Home Based Business-Home Occupation Permit (HOP) Your business may be operated from your place of residence. This type of permit allows you to use part of your home typically as a home office. See the Home Occupation Permit (HOP) handout or contact Planning for more information.

No

Outside BTC

Business Tax Certificate (BTC) Your business address is outside the City of Oxnard and you will need a Business Tax Certificate (BTC) to conduct any business in the City. Visit oxnard.org/BTCApplication

Yes

Business Tax Certificate (BTC) n addition to your Home Occupation Permit from Planning Division, you will also need a Business Tax Certificate from License Services to operate your business. Visit oxnard.org/BTCApplication

BTC

Build

Open

Business Tax Certificate (BTC) If your business will be occupying a building, it may need building permits and inspections prior to the building being open for business and may require a Certificate of Occupancy before opening. Contact Building & Engineering for more information.

With an approved Business Tax Certificate, Zone Clearance and if applicable, a Certificate of Occupancy, your business is ready to open! Contact Planning for any grand opening signs or similar events.

oxnard.org/startup