

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 a: 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.

www.irs.gov
www.irs.gov/Individuals/Self-Employed
Camarillo Office (805) 445-4771
751 Daily Drive, Camarillo, CA 93010

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.

If you are considering having employees or for hiring independent contractors, contact The Employment Development Department (EDD).

If you are considering a licensed profession or state certification, visit The Department of Consumer Affairs (DCA) for more information.

If your business is considering selling or serving alcoholic beverages, you will need to contact Alcohol Beverage Control (ABC) for additional information.

www.cdtfa.ca.gov/services/permits-licenses.htm
California Department of Tax and Fee Administration
Ventura Office (805) 677-2700
4820 McGrath St, STE 260, Ventura CA 93003

www.edd.ca.gov
Employment Development Department
Ventura Office (805) 901-5208
4820 McGrath St #5704, Ventura CA 93003

www.abc.ca.gov
Alcohol Beverage Control Ventura Office
(805) 289-0100
1000 S Hill Rd #310
Ventura CA 93003

www.dca.ca.gov
Department of Consumer Affairs

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/rma/envhealth
Environmental Health
(805) 654-2813

www.vcapd.org
Ventura County Air Pollution Control District
(805) 645-1400
669 County Square 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 is 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 waste water such as from auto car wash or repair, restaurants, etc. Your application will be reviewed by Water Resources Division (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 Motor Carrier Permit (MCP), please contact License Services for more information.

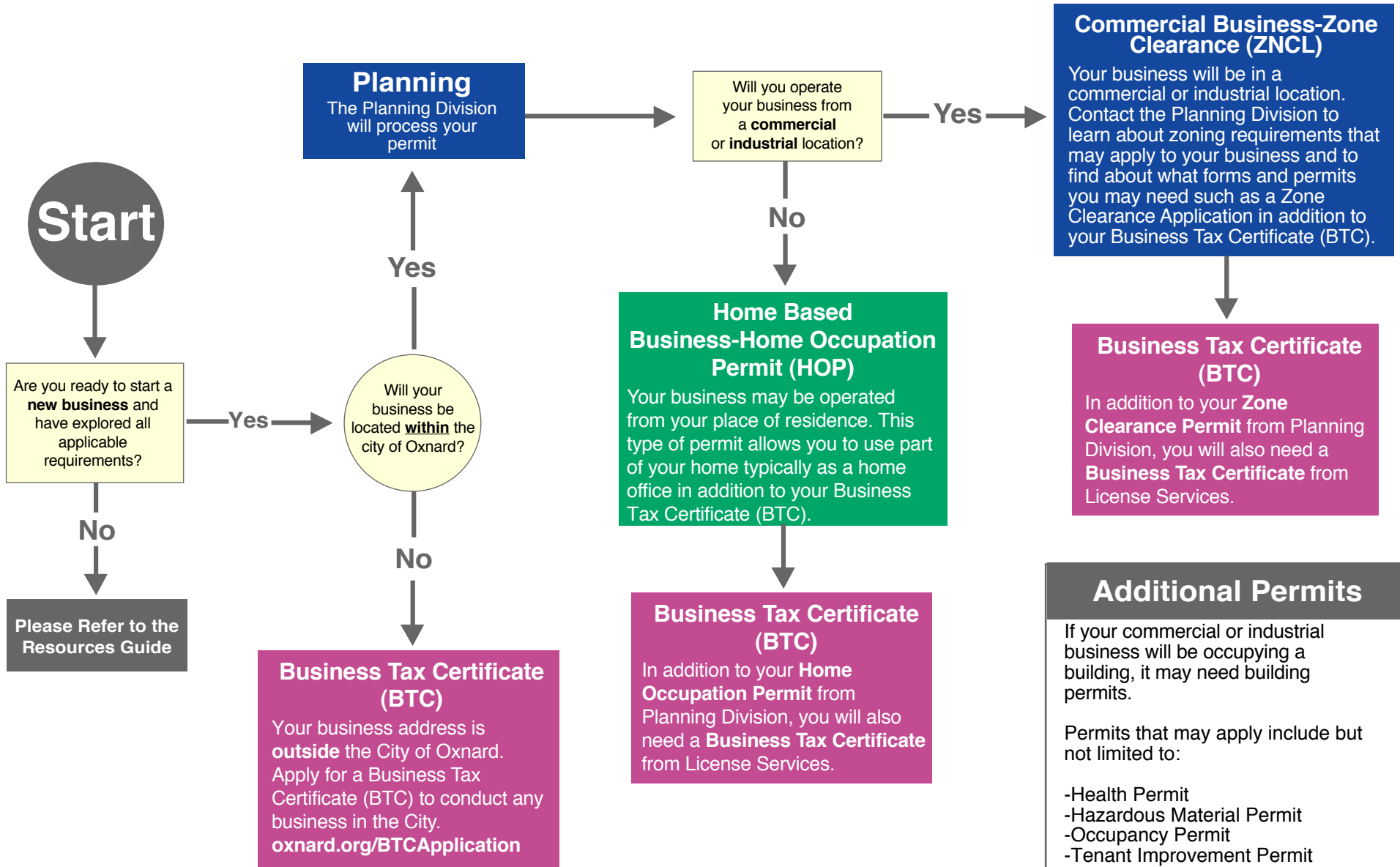
Business Startup Flowchart

Use this guide to determine what type of permit you will need for your business.

Business Tax Certificate (BTC)
All persons conducting business in the city is required to obtain a Business Tax Certificate.

Commercial Business-Zone Clearance (ZNCL)
Commercial/Industrial Business permits.

Home Occupation Permit (HOP)
If your business will be operated from your home such as a home office.



Additional Permits

If your commercial or industrial business will be occupying a building, it may need building permits.

Permits that may apply include but not limited to:

- Health Permit
- Hazardous Material Permit
- Occupancy Permit
- Tenant Improvement Permit
- Temporary Use Permit
- Special Use Permit
- Sign Permit