

CHECKLIST OF REQUIREMENTS FOR STARTING A NEW BUSINESS

- Decide what form your business will take: Sole Proprietor, Partnerships, Corporation, LLC, etc. This decision will affect your exposure to personal liability, how you draw profits and pay taxes.
- **File a Fictitious Business Name Statement**, if applicable, with the **Lassen County Clerk**, 220 South Lassen St., Ste. #5, Susanville, CA. 530-251-8217.
www.lassencounty.org/govt/dept/county_clerk/county_recorder/default.asp#Clerk_Forms
- Take into account that your fictitious business name only allows you to use your name in the county of registration. Consider researching and/or registering your trade name on the Internet to reduce the possibility of using a confusingly similar name.
- Obtain a Business License from the City of Susanville, 66 North Lassen St., Susanville, CA, 530-257-1000, if your business location is within city limits.
- Check zoning ordinances at City Hall, 66 North Lassen St., Susanville, CA, 530-257-1000 ext. 5115, if your business location is within city limits.
- Contact Lassen County Community Development at 707 Nevada St., Susanville, CA, 530-251-5263, for County Zoning Ordinances.
- Contact the Lassen County Assessor, 220 South Lassen St. Ste. #4, Susanville, CA, 530-251-8241, to register your business property.
- Be prepared to make estimated income tax payments almost immediately after starting your business or incorporating. See www.irs.gov for self-employment or withholding tax requirements.
- If you will be selling tangible goods you must collect sales tax by applying for a seller's permit from the State Board of Equalization at 800-400-7115.
- If you are a food establishment, contact Environmental Health, 1445 Paul Bunyan Rd., 530-251-8528.
- Consult an insurance agent regarding liability, theft, fire & other types of commercial insurance.
- Retain an attorney & a CPA/accountant/bookkeeper for legal and financial advice.

SEEK REFERENCE MATERIALS

- Susanville Library, 1618 Main St., Susanville, CA. 530-251-8127
- Small Business Resource Guide CD-ROM 2000 available free from the IRS at www.irs.gov.
- Small Business Administration at www.sba.gov.
- Legal Publications at www.nolo.com.
- Secretary of State at www.sos.ca.gov.

FREQUENTLY REQUESTED INFORMATION NUMBERS

Zoning regulations.....	530-257-5263
Building Permits for Lassen County	530-251-8269
California Secretary of State	916-653-6814
For: Corporations ext.1, Uniform Commercial Code ext.2, Servicemark/Trademark LLC/Partnerships ext.3, Notary Division ext.4, Non-Profit Charitable Trusts ext.5	
Medical Board of California (Name Approval)	916-263-2462
State Board of Equalization (Re-sale Permits)	800-400-7115
Contractors State License Board (District Office)	707-576-2192
State Compensation Insurance Fund (Workman's Compensation)	707-573-6400
Dept. of Consumer Affairs	800-952-5210
Federal ID #IRS (Form SS04) see www.irs.gov	800-829-4933
State ID# Franchise Tax Board (for employer ID numbers)	900-622-8000