

## **Steps to Starting a Business:**

### **I. Step 1: Develop Business Plan**

A business plan will aid you in evaluating your idea, estimate costs, and determine the strengths and weaknesses of your proposal. It may also serve as a tool to help raise money and is usually required to apply for a loan to attract financial capital.

### **II. Step 2: Determine Your Business Structure**

Determine the structure of your business for operating and business reporting purposes. For example, will you operate it as a sole proprietor, partnership (2 or more owners), or a corporation (1 or more stockholders/officers)? Limited liability Company?

I suggest that the City of Saratoga should insert a link here that goes more in-depth about the other state requirements that the applicant should follow based on the business structure they choose to adopt.

### **III. Step 3: Choosing a Location**

Prior to signing the building/property lease or purchase agreement, the applicant should contact the Saratoga Community Development Department. They will determine if your business is a permitted use for the location and if any special approvals are needed.

### **IV. Step 4: Register A Fictitious Name**

Applicant must register with the Santa Clara County Clerk's Office if he/she chooses to create a business name other than their own legal name. Applicant must perform this step prior to obtaining a business license from the Town of Saratoga. Moreover, in order to complete the registration process, public notices announcing your new business must be posted in the local newspaper for at least four weeks.

### **V. Step 6: Pay Your Business Tax (License)**

A business license tax is determined based on the type of business activity the applicant performs.

### **VI. Step 7: Other Town & Agency Permits**

Each applicant may be required to obtain other permits or licenses from the County of Saratoga, State, or Federal agencies depending on the type of

business they operate. Below is a list of the different agencies that need to be contacted by the applicant for further requirements.

### **Alcohol Beverage Control (ABC)**

According to the City of Saratoga, “no person may directly or indirectly on any pretense, sell, barter, charge for possession or otherwise dispose of alcoholic beverages as part of a commercial transaction without having obtained the proper permit or license.” Therefore, If applicant chooses to serve alcohol, please contact the Alcohol Beverage Control (ABC):

Address:  
100 Paseo de San Antonio, Room 119  
San Jose, CA 95113  
Phone: (408) 277-1200

Email: [SNJ.Direct@abc.ca.gov](mailto:SNJ.Direct@abc.ca.gov)

### **California Department of Consumer Affairs**

Professional businesses such as: accountants, engineers, doctors, and dentists require a State license from California Department of Consumer Affairs. Moreover, businesses such as: barbers, cosmetologist, security services, and auto repairs are also required to obtain a State license. Applicant must call the California Department of Consumer Affairs to find out if he/she must register their business.

#### **California Department of Consumer Affairs:**

1625 North Market Blvd., Suite N 112  
Sacramento, CA 95834

Phone: (800) 952-5210

E-mail: [dca@dca.ca.gov](mailto:dca@dca.ca.gov)

### **Import and Export Permits**

In the case that your business involves the importing or exporting of products with other countries, the applicant may be required to obtain an Import/Export Permit.

Please contact the United States Customs Service at (415) 782-9210 for further details.

### **For Restaurants and Food Vendors**

A health inspection is required for restaurants and food vendors. Applicant must contact the Santa Clara County Environmental Health Department to arrange for an inspection, or to request information and advice regarding health and environmental safety issues.

Please refer below for the contact information:

### **Santa Clara County Office of Environmental Health**

Address:

1555 Berger Drive, Suite 300  
San Jose, CA 95112-2716

Phone: (408) 918-3400

### **Retail and Wholesale Business Permits**

For any business that will involve sales, the applicant must obtain a Seller's Permit from the State Board of Equalization. Please refer below for the contact information:

Address:

100 Paseo de San Antonio, Room 307  
San Jose. CA 95113

Phone: (408) 277-1231

### **Other Permits and Licenses**

In addition to these permit and license requirements, the applicant must call the State's "CalGOLD Business Permits Made Simple" office at (916) 322-7394 to determine what other regional, state, and federal permits and licenses your business may need.

### **Child Care Center or Family Child Care Home License**

The State of California requires licensing of all child care centers and family child care homes in California. Please contact the California Department of Social Services:

Address:

4030 Moorpark Avenue, Room 216  
San Jose, CA 95113

Phone: (408) 277-1286

### **Contractor's License:**

The Contractors State License Board (CSLB) receives and processes applications for new licenses, additional classifications, changes of license records, and license renewals.

We should insert a link that takes the applicant directly to the application.

## **VII. Step 8: If you employ employees**

In the case that an applicant chooses to have employees present in their business operation, he/she must register with the California Employment Department. They will provide you with the necessary forms and answer any questions you may have regarding responsibilities. The State requires employers to do the following:

- 1) Withhold State income tax
- 2) Withhold State disability insurance
- 3) Pay unemployment tax
- 4) Pay for any employment training costs

In addition, the State of California requires the employer to register with the Internal Revenue Service (IRS) in order to receive an Employer Identification Number. The IRS offers many services to new business owners and will provide a package of helpful information explaining the types of forms used and due dates for these forms.

Moreover, employers are required to carry worker's compensation insurance. This information can be obtained through your own insurance agent or the State Compensation Insurance Fund of California (SCIF). "The SCIF is a non-profit, public enterprise fund that operates like a mutual insurance carrier."

Please visit their website for more information: <http://www.scif.com/>

## **VIII. Step 9: Get Connected in Saratoga**

### **1) Small Business Resources:**

**Saratoga Chamber of Commerce**

Address:  
14485 Big Basin Way  
Saratoga, California 95070

Phone: (408) 867-0753  
Fax: (408) 867-5213

E-mail:  
General Information: [info@saratogachamber.org](mailto:info@saratogachamber.org)  
Office Manager: [Elizabeth@saratogachamber.org](mailto:Elizabeth@saratogachamber.org)  
Webmaster: [webmaster@saratogachamber.org](mailto:webmaster@saratogachamber.org)

**West Valley Collection & Recycling (WVCR):**  
[West Valley Collection & Recycling](#)

Address:  
1333 Oakland Road  
San Jose, CA 95112

Phone: (408) 283-9250

Email: [www.westvalleyrecycles.com](http://www.westvalleyrecycles.com)

**S.C.O.R.E – Counselors to America’s Small Business**  
[www.score.org/index.html](http://www.score.org/index.html)

SCORE "Counselors to America's Small Business" is a nonprofit association dedicated to educating entrepreneurs and the formation, growth and success of small business nationwide. SCORE is a resource partner with the U.S. Small Business Administration (SBA).

SCORE is headquartered in Herndon, VA and Washington, DC and has 370 chapters throughout the United States and its territories, with 11,200 volunteers nationwide. Both working and retired executives and business owners donate time and expertise as business counselors. SCORE was founded in 1964.

**2) Utilities:**

a) Pacific Gas & Electric (PG&E): Gas and electric services in Saratoga are provided by Pacific Gas and Electric. For more information contact PG&E at:

[Pacific Gas & Electric Co.](#)  
Phone: (800) 743-5000

b) Water District: (Please insert the name and contact information of our water district provider)

**Santa Clara Valley Water District**

5750 Almaden Expressway

San Jose, CA 95118

Phone: (408) 265-2600

c) Sanitation District: wastewater collection, treatment, and disposal services. (Please insert the name and contact information of our sanitation provider)

**West Valley Sanitation District**

100 East Sunnyoaks Avenue

Campbell, California 95008

Phone: (408) 378-2407

Fax: (408) 364-1821

d) [Comcast Cable Services \(formerly AT&T Cablevision\)](#)

Phone: (800) 945-2288