



BIZNET

A Program of the North Coast Small Business Resource Center

www.northcoastsbdc.org

520 E Street • Eureka, CA 95501 • Phone (707) 445-9720 • Fax (707) 445-9652
225 H Street • Crescent City, CA 95531 • Phone (707) 464-2168 • Fax: (707) 464-1349

Checklist for Starting a Business in Arcata

- ❑ Chose a **physical** address for your business
 - OK to have a post office box as well, but you will have to have a physical location
- ❑ Figure out legal structure of business, legal issues.
 - Sole Proprietorship/Partnership/LLC/Corporation
 - Have legal documents drawn up as necessary (Partnership Agreement)
 - Trademarks/Patents/Proprietary information...SBDC is a good resource
 - Have a lawyer on your team before you need them
- ❑ To increase your chance for success, take the time up front to explore and evaluate your business and personal goals. Then use this information to build a comprehensive and well-thought-out business plan that will help you reach these goals. The process of developing a business plan will help you think through some important issues that you may not have considered yet. Your plan will become a valuable tool as you set out to raise money for your business. It should also provide milestones to gauge your success.
 - North Coast SBRC offers free business plan workshops throughout the county. (707) 445-9035
- ❑ Fictitious Business Name Statement
 - County (707) 445-7593. Under \$100.00 usually. They will send you a packet, or you can pick one up.
 - Needed if the company name is different than your own. Required before you can open a business checking account.
- ❑ City Hall (www.arcatacityhall.org)
 - Zoning: Planning Dept (707) 822-5955. Check to ensure proper zoning .
 - Health and Safety: Building Dept. (707) 822-5955, Fire Dept. (707) 825-2000, and Humboldt County Environmental Health (707) 445-6215
- ❑ Business License (707) 822-5953.
 - City Hall-Depends on business. \$40.00- up depending on # of employees.
 - Needed as soon as you begin trade.
- ❑ Business Bank Account
 - ALL expenses and income go through the business account
 - Choose a Business Accountant/ Set up Basic Bookkeeping Procedures/
 - What to do with money coming in
 - How to chart money going out
 - What to be tracking daily/weekly/monthly/quarterly

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Checklist for Starting a Business in Arcata continued...

- “Not My Money” Bank Account
 - An account for Sales Tax.
 - An account for Payroll Tax/Self Employment Tax
- Retail Sellers Permit (www.boe.ca.gov) (707) 576-2100
 - Needed to buy wholesale
 - Needed for most sales in California, and many services
- Self Employment and income tax , Federal (www.irs.gov)
- Income tax, State (<http://www.taxes.ca.gov>)
- If you are an employer...
 - Federal Tax ID #, the “Social Security #” for your Business (www.irs.gov) Fill out form SS-4
 - Mail to EIN Operations * Philadelphia, PA 19255 or call toll free (800) 829-4933 or Fax- (215) 516-3990
 - Get an “Employer Guide” from the EDD (<http://www.edd.ca.gov/taxind.htm>) (707) 445-6532
 - Workers Comp Insurance...MUST have it before hire employees (your insurance agent or State Fund (707) 443-9721
 - Know the difference between employees and contractors (www.irs.gov)
- Business Insurance Liability and Property Insurance, maybe others. Ask your insurer, or phone book.

Contacts:

Arcata Chamber of Commerce: 822-3619

North Coast Small Business Development Center: Business counseling and workshops, 445-9720

Redwood Region Economic Development Commission: Business Lender, 445-9651

Arcata Economic Development Corporation: Business Lender, 822-4616

Small Business Administration: Great site for business information, www.sba.gov

CalGold: A comprehensive listing of every permit you may need, www.calgold.ca.gov

Arcata City Hall: Business services and links, www.arcatacityhall.org

Humboldt County Environmental Health: 445-6215

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