



# BIZNET

A Program of the North Coast Small Business Resource Center

[www.northcoastsbdc.org](http://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 Del Norte County

- ❑ Choose 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) 464-8347 extension 297
- ❑ Fictitious Business Name Statement (707) 464-7216
  - \$15.00 to file. They will send you a packet, or you can pick one up.
  - Run in Triplicate \$80.00 (\$20.00 each additional owner) (707) 464-2141
  - Needed if the company name is different than your own. Required before you can open a business checking account.
- ❑ Sign Permits; For both City and County it is a one time fee for the life of your sign.
  - City; Pick up the application at City Hall 377 J St. Phone: 464-9506.
  - County; Pick up the application at the County Planning Dept. Ste. 110, 981 H St. Phone: 464-7253.
- ❑ Business License
  - In the unincorporated areas of Del Norte County your fictitious business name statement is your business license. [www.co.del-norte.ca.us](http://www.co.del-norte.ca.us)
  - In Crescent City (464-7483) Starts at \$32.00 and up depending on type of business and number of employees. Usually under \$100.00 [www.crescentcity.org](http://www.crescentcity.org)
  - Needed as soon as you begin conducting business.

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- ❑ **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
  
- ❑ “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](http://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](http://www.irs.gov))
  
- ❑ Income tax, State ( <http://www.taxes.ca.gov> )
  
- ❑ If you are an employer...
  - Get Federal Tax ID #, ( the “Social Security #” for your Business) ([www.irs.gov](http://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 Packet” from the EDD ([www.edd.ca.gov](http://www.edd.ca.gov)) (707) 464-2112
  - Workers Comp Insurance...MUST have it before hire employees (your insurance agent or State Fund (707) 443-9721
  
- ❑ Business Insurance
  - Liability and Property Insurance, maybe others. Ask your insurer, or check the yellow pages
  
- ❑ Employees or Contractors?
  - Know the difference ([www.irs.gov](http://www.irs.gov))

## Contacts:

North Coast Small Business Development Center: Business counseling and workshops, 464-2168

Rural Human Services: Business Assistance, 464-8347

Del Norte Chamber of Commerce: 464-3174

Small Business Administration: Great site for business information, [www.sba.gov](http://www.sba.gov)

CalGold: A comprehensive listing of every permit you may need, [www.calgold.ca.gov](http://www.calgold.ca.gov)

Del Norte County Website: [www.co.del-norte.ca.us/](http://www.co.del-norte.ca.us/)

Del Norte County Public Health: 464-7227

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