

A Guide To Establishing and Conducting a Business in Pleasant Hill

This guide is provided as a public service to assist those persons interested in establishing and conducting a business in the City of Pleasant Hill. It is not warranted to be all-inclusive. Any errors or omissions herein will not relieve the business owner of his/her responsibility, obligation or liability in fulfilling all legal requirements.

WHO NEEDS A BUSINESS LICENSE?

Any person conducting a business, trade or profession in the City of Pleasant Hill, including the rental of real or personal property must secure a business license.

A separate license is required for each branch or location of the business.

EXCEPTIONS: Those businesses specifically exempted by State or Federal statute.

WHEN MUST YOU APPLY?

You must obtain a business license within 30 days of starting your business.

BEFORE YOU APPLY...

Contact the Business License Department to discuss the details of your particular business operation. Inquire about city zoning requirements for your type of business and its planned location. This information may be obtained from the Planning Department. In addition to obtaining the business license, you must also comply with all City, County and State regulations for zoning, building, health and safety.

STEPS IN LICENSING...

Applications are available at:

City of Pleasant Hill
Business License Department
100 Gregory Ln
Pleasant Hill, CA 94523

Phone Number: (925) 671-5234

Applications are also available on our web site - www.pleasant-hill.ca.gov Applications can be mailed upon request.

Read the application thoroughly. All sections of the application form should be completed. It is important to be specific in your business description. Sign and date the application.

The business license tax must be paid at time of application. The annual tax may be prorated on a monthly basis for businesses that open on or after February 1. Pay the prorated amount or the minimum tax for that year whichever is **LARGER**.

HOME BASED BUSINESSES

Every business conducted from a home must have BOTH a City Business License and a Home Occupation Permit. Permits are obtained from the Planning Department at (925) 671-5209.

SIGN REGULATIONS

The City of Pleasant Hill has a sign ordinance. If you plan to install a new sign or make changes in a sign that has been installed previously, please contact the Planning Department at (925) 671-5209.

FICTITIOUS NAME AND DBA

Fictitious name and DBA are the same.

If you use your full name in the name of your business, you do not need to apply for a fictitious name. However, if you use your initials or only your first or last name, you will need to file a fictitious name statement. Contact the County Recorder's Office at:

555 Escobar St, Martinez, CA 94553
Phone Number (925) 335-7900
www.co.contra-costa.ca.us

DISPLAY OF BUSINESS LICENSE

All business licenses must be displayed on the premises. For those businesses not having a fixed business address, the license must be physically carried on the person and presented upon request.

BUSINESS LICENSE TRANSFERS

Business licenses are **non-transferable**. The certificate is terminated when business ownership changes. Advise the Business License Department should you relocate or terminate business for any reason.

CHANGE OF BUSINESS LOCATION WITHIN CITY LIMITS

A business owner must apply for a transfer of address within 30 days after the change in location. A nominal fee will be assessed.

EXPIRATION AND RENEWAL OF BUSINESS LICENSES

City business licenses expire December 31st of each year, except Non-Pleasant Hill contractors. A renewal notice will be mailed in mid-December. If you do not receive a renewal notice, please contact the Business License Department. Failure to receive a renewal notice does not relieve the business owners' responsibility in renewing the business license.

Agencies you may need to contact in order to start your business:

1. If you charge sales tax, you will need to apply for a Sales Tax Number or Resale Number. Contact the **CA DEPT OF TAX AND FEE ADMINISTRATION:**

Address: 1515 Clay St #303, Oakland, CA 94612
Phone: (510) 622-4100 or (800) 400-7115
Web Site: www.cdtfa.ca.gov

2. If you have employees, you may need to apply for a **FEDERAL IDENTIFICATION NUMBER**. Contact the local IRS office or call this 800 number:

Phone: (800) 829-1040
Web Site: www.irs.gov
TAX INFORMATION-Federal/State - 1-800-333-4636
Joint Website - www.taxes.ca.gov

3. If you have employees, you may need to apply for a **STATE IDENTIFICATION NUMBER**. Contact the Employment Development Department:

Web Site: State Payroll Tax - www.edd.ca.gov

State Income Tax - www.ftb.ca.gov

4. If you have a restaurant, catering or a business where you handle food, you may need to file with the **PUBLIC HEALTH DEPARTMENT LICENSING-PERMITS**:

Address: 2120 Diamond Blvd #200, Concord, CA 94520

Phone: (925) 692-2500

Web Site: www.cchealth.org

5. If you are serving alcoholic beverages, you may need to apply with the **ALCOHOLIC BEVERAGE LICENSING**:

Address: 1515 Clay Street #2208, Oakland, CA 94612

Phone: (510) 622-4970

Web Site: www.abc.ca.gov

6. If you need an **IMPORT/EXPORT LICENSE**, contact the **U.S. Department of Commerce International Trade/Center for International Trade Development**:

Phone: (650) 553-9071

7. If you provide **"handyman" services**, you may be required to obtain a contractor's license from the State. Contact the **CONTRACTOR'S STATE LICENSE BOARD** for further information.

Phone: (800) 321-2752

Web Site: www.cslb.ca.gov

8. **CHILD CARE/ADULT CARE** license through the **STATE DEPT. OF SOCIAL SERVICE**:

Address: 1515 Clay Street, #1102, Oakland, CA 94612

Phone: (510) 622-2602

Web Site: www.cdss.ca.gov

RESOURCES FOR SMALL BUSINESSES:

www.calgold.ca.gov

www.careeronestop.org

www.eastbayworks.org

PH CHAMBER OF COMMERCE - Phone: (925) 687-0700; www.pleasanthillchamber.com

BETTER BUSINESS BUREAU - Phone: (510) 238-1000; www.bbbgoldengate.org

PRIVATE INDUSTRY COUNCIL SMALL BUS. DEV. CTR. - Phone: (925) 646-5377; www.contracostasbdc.com

CITY OFFICES: 100 Gregory Lane, Pleasant Hill, CA 94523

Monday-Wednesday - 8:30a.m. to 5:00p.m.

Thursday - 8:30a.m. to 6:00p.m.

Friday - 8:30a.m. to 1:00p.m.

Building Department (925) 671-5200

Business License Department (925) 671-5234

Planning Department (925) 671-5209