

GUIDE TO ESTABLISHING A BUSINESS

WHO NEEDS A BUSINESS LICENSE?

Any individual, corporation or sole proprietor who wishes to conduct business within the City of Buena Park must secure a business license. City law states that no person shall engage in business or transact and carry on a business, trade, profession, calling, or occupation in the City without first having procured a license from the City to do so. A separate license is required for each branch or location of business.

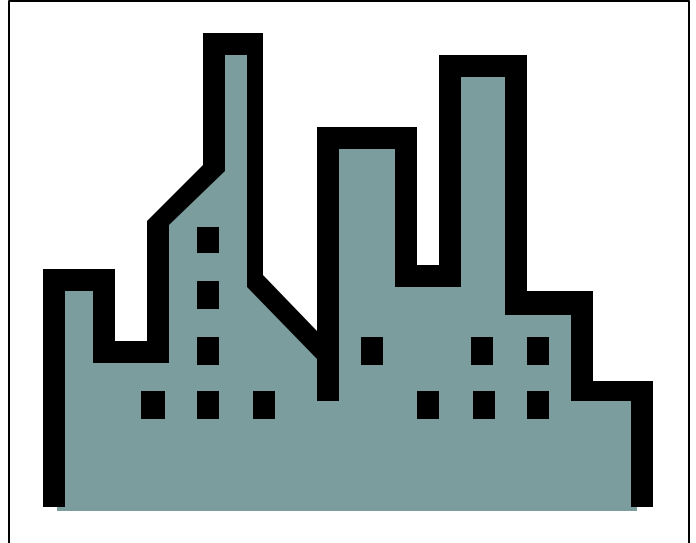
Contact the Business License Division to discuss the details of your particular business operation. Inquire about City zoning requirements for your type of business and its planned location. This information can be obtained from the **Planning/Zoning Department**, at (714) 562-3620. In addition to obtaining the business license, you must also comply with all City, County and State regulations, including zoning, building, health and safety.

A business license application can be mailed upon request, however, if located in the City, it must be returned in person.

Your business activity may require a Seller's Permit (Retail Sales Tax Number) from the **State Board of Equalization**. To obtain such a permit, you must apply in person at one of the local district offices. You may wish to contact them by telephone first, at (714) 558-4059, to determine if your business requires such a permit.

Contact the **Internal Revenue Service**, at (800) 829-1040, for a Federal Employer Identification Number. The IRS will provide a Businessman's Kit, seminars for new businesses, additional information, and forms.

Contact the **State Employment Development Department**, at (714) 288-2601, to obtain a State Employer Identifica-



tion Number if you have employees and withhold state income tax, disability insurance, and unemployment insurance.

Contact the **Franchise Tax Board**, at (800) 852-5711, if you intend to have employees or to obtain Form 540 for estimating state withholding tax for yourself.

Contact the **Alcoholic Beverage Control Board** if you plan to sell or serve alcoholic beverages. They can be reached at (714) 558-4101.

For assistance with planning and running a successful business, contact the **Small Business Development Center** at (714) 564-5200.

CITY OFFICES

City of Buena Park
6650 Beach Blvd.
Buena Park, CA 90622

City Business Liaison
Economic Development Department
(714) 562-3538

Business License Division
Finance Department
(714) 562-3736

Planning Department
(714) 562-3620

For more information, visit the City's website at:
www.buenapark.com

SPECIAL CIRCUMSTANCES

Home Occupation Permit

Every business conducted from a home in Buena Park must have both a business license and a home occupation permit. Home occupation permits are obtained from the City's Planning Department. It must be approved in person prior to the license being issued.

Preparation or Sale of Food

If your establishment intends to prepare and/or sell food of any type, you must complete an application for a health permit. The Orange County Health Care Agency can answer questions regarding your permit. (714) 667-3600

Vending Machines, Juke Boxes, Amusement and Game Machines

If you intend to install and provide either vending or amusement machines as part of your business establishment, you must list the type of machine and number of each. Each machine must be labeled with the owner's name, business address and business telephone number. If you intend to install more than three machines, a special permit will be required. Contact the Planning Department for more information.

Sales of Firearms or Ammunition

If you intend to sell firearms or ammunition, contact the Federal Bureau of Alcohol, Tobacco & Firearms. All necessary and appropriate permits must be obtained before applying with the City of Buena Park. Federal Bureau of Alcohol, Tobacco & Firearms – (714) 836-2946

Advertising, Handbill Distributors, Solicitors

Advertising pamphlets may be distributed in the City of Buena Park after a license has been obtained. None of these may be placed in or on a mailbox, mail slot, or receptacle unless postage is paid and delivery is made by the US Postal Service. Permission must be obtained from private property owners in order for distribution to take place on private property. Solicitors must also obtain a solicitor's permit from the City.

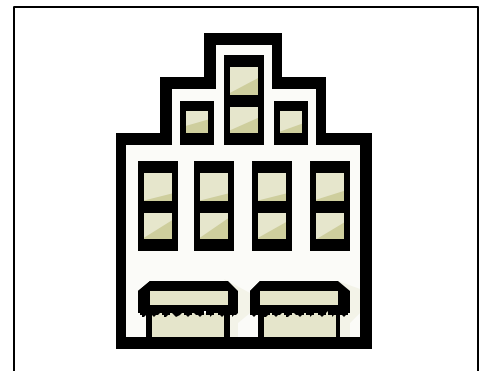
FICTITIOUS BUSINESS NAME OR D.B.A.

A Fictitious Business Name and D.B.A. are one in the same. If the name of your business does not include the owner's surname or if the business name suggests that there is an existence of additional owners, you must file a Fictitious Business Name. For example, a business named, "Smith's Construction" does not require a Fictitious Business Name filing. If the business name uses the owner's initials or only their first name, such as "Jim's Construction", or implies more than one owner, as in "Jones and Sons Construction", a Fictitious Business Name filing would be required. Business names that do not reflect the owner's name in any manner, such as "Sunrise Construction" will also require a Fictitious Business Name filing.

If a Fictitious Business Name filing is required, contact the **County Clerk's Office**, at (714) 834-3005. You will also need to contact your local newspaper for publishing the notice.

INFORMATION REQUIRED FOR BUSINESS LICENSE APPLICATION

1. Company Name
2. Company Address
3. Name of Owners or Officers
4. Federal Employer Identification Number or Social Security Number
5. Description of Business Activities
6. Reseller's Permit Number (if applicable)
7. Driver's License Number
8. State Contractor's Number (if applicable)



DISPLAY, RENEWAL, TRANSFER AND CHANGE OF ADDRESS

Display of Business License

All business licenses must be displayed on the premises. For those not having a fixed business location, the license must be carried and presented upon request. Home occupation permit holders need only to present the license upon request. Mobile businesses must have a sticker issued from the City of Buena Park affixed to the vehicle.



Business License Transfer

A business license is not transferable. The certificate is terminated when business ownership changes. The Business License Division must be notified should you relocate or terminate your business for any reason.

Renewal of Business License

Once you have obtained a license, a renewal will automatically be sent to you approximately two weeks prior to your

expiration date. If you do not receive a renewal notice, please contact the Business License Division. Failure to receive a renewal notice does not relieve the business owner of their responsibility in renewing the business license, nor does it relieve the penalties, if applicable.

Change of Address

To process a change of business address, advise the Business License Division and request an application to file an address correction. The application must be re-

turned in person to the Planning Department if the location is in the City of Buena Park. If you are moving out of the City, you must advise us of the change so we may keep our records updated

ZONING AND SIGN REGULATIONS

Zoning Regulations

To determine where in the City your business is permitted to locate, contact the Planning Department. They will indicate what the correct zoning for your business is and where those zones are located in the City. The Planning Department will also inform you of any special requirements of the City, such as a Conditional Use Permit.

Sign Regulations

The City of Buena Park has an ordinance regulating signs. If you plan to install a new sign or make changes to an existing sign, please contact the Planning Department at (714) 562-3620. Banners also require a permit.

LAW ENFORCEMENT REVIEW

Some businesses are required to obtain special permits. These businesses may have to apply for a special permit from the Planning Department and one from the Police Department.

To determine if your business needs special permitting, call the Business License Division at (714) 562-3736.

Businesses in the following categories may need Police Department review:

Pawn Shop
Ice Cream Vendors
Palm Readers
Produce Vendors
Arcades
Pool Halls
Massage Technicians

Firearms and Ammunition
Adult Book Store
Fortune Tellers
Special Events
Amusement Devices
Door to Door Salesmen