

BUSINESS ASSISTANCE & RESOURCES

LOCAL BUSINESS ASSISTANCE

Service Corps of Retired Executives (S.C.O.R.E.)

Beverly Hills Chamber of Commerce
239 S. Beverly Drive
Beverly Hills, CA 90212

Phone: 310-248-1000

Website: www.score.org

Provides counseling in areas such as business planning, advertising, accounting, market and customer analysis, inventory control, cash and credit management and marketing. Appointments are scheduled through the Beverly Hills Chamber of Commerce.

Small Business Development Center

Westside
3400 Airport Avenue, Suite 76
Santa Monica, CA 90405

Phone: 310-434-3566

Website: www.smc.edu/SBDC/

Provides management assistance to current and prospective small businesses in the areas of financial, marketing, production, organization, engineering & technical problems, and feasibility studies.

Minority Business Development Agency (MBDA)

Los Angeles MBEC
3550 Wilshire Boulevard, Suite 905
Los Angeles, CA 90010

Phone: 213-368-1450

Website: www.losangelesmbec.org

Provides business management consulting services and assistance to minority business entrepreneurs through a network of MBDA's.

Los Angeles County Registrar-Recorder/County Clerk

12400 Imperial Highway
Norwalk, CA 90650

Phone: 1-800-815-2666
Website: www.lavote.net

Los Angeles County Clerk's Office accepts applications for recording fictitious business names. Contact County Clerks Office for further information.

Los Angeles County Health Department (Health Inspections)

6053 Bristol Parkway, 2nd Floor
Culver City, CA 90230

Phone: 310-665-8483
Website: www.lapublichealth.org

The sale of food is regulated by the Los Angeles County Health Department.

LA County Office of the Assessor (Property Tax)

Kenneth Hahn Hall of Administration
500 W. Temple St., Rm 225
Los Angeles, CA 90012

Phone: 1-888-807-2111
Website: <http://assessor.lacounty.gov>

Office of the Assessor provides information about property assessment, taxes due and payments received. The rates of property tax are fixed to meet the local budget and collected locally.

Pacific Coast Regional Small Business Development Corporation (PCR)

3255 Wilshire Blvd., Suite 1501
Los Angeles, CA 90010

Phone: 866-301-9989
Website: www.pcrcorp.org

PCR offers low cost entrepreneurial training classes through its Entrepreneurial Training Institute. In addition, PCR administers the SBA Micro Loan program and the California Loan Guarantee Program which enables a small business to obtain a term loan or line of credit when it cannot otherwise qualify for a loan.

Southern California Edison

Edison Customer Technology Application Center
6060 N. Irwindale Ave.
Irwindale, CA 91702

Phone: 1-800-336-2822
Website: www.sce.com/ctac

Edison's CTAC is an educational resource center, helping customers reduce energy costs, increase productivity and meet environmental regulations by showcasing the newest, most energy efficient electro-technologies.

Southern California Gas

Energy Resource Center
9240 E. Firestone Blvd.
Downey, CA 90241

Phone: 1-800-427-6584
Website: www.socalgas.com/erc

ERC is a one-stop "idea shop" where customers can find the most efficient, cost-effective and environmentally sensitive solutions to their energy needs.

STATE BUSINESS ASSISTANCE

State Board of Equalization (Sales Tax)

5901 Green Valley Cir., Ste. 200
Culver City, CA 90230

Phone: 310-342-1000
Website: www.boe.ca.gov

The State Board of Equalization issues a resale number to every business selling retail merchandise for which sales tax is collected.

State Alcoholic Beverage Control

888 S. Figueroa St.
Los Angeles, CA 90017

Phone: 213-833-6043
Website: www.abc.ca.gov

The sale of alcoholic beverages is under the regulation of the State Alcoholic Beverage Control.

State Employment Development Department (Payroll Tax)

5401 Crenshaw Blvd., Ste. A
Los Angeles, CA 90043

Phone: 1-888-745-3886
Website: www.edd.ca.gov

Employers are responsible for reporting wages paid to employees and for paying Unemployment Insurance and Employment Training Tax on those wages, as well as withholding and remitting State Disability Insurance and Personal Income Tax due on wages paid to workers. Contact the State Employment Development Department.

Franchise Tax Board (Corporate Franchise Tax)

300 S. Spring Street, Ste. 5704
Los Angeles, CA 90013-1265

Phone: 800-852-5711
Website: www.ftb.ca.gov

All corporations incorporated in California; doing business in California, whether or not incorporated or qualified under California law, and banks doing business California are subject to the Corporation Franchise Tax.

CalGold

Contact: calgold@calepa.ca.gov

Website: www.calgold.ca.gov

CalGold database provides detailed information on the business permit, license and registrations requirements from all levels of government.

Secretary of State (Business Filings)

300 South Spring St., Rm. 12513

Los Angeles, CA 90013

Phone: 213-897-3062

Website: www.sos.ca.gov

Before filing partnership, corporate or limited liability company papers with the Secretary of State, it is strongly recommended that you contact a legal representative or accountant before making a determination as to the type of business entity to form.

FEDERAL BUSINESS ASSISTANCE

Small Business Administration

330 N. Brand Blvd., Suite 1200
Glendale, CA 91203-2304

Phone: 818-552-3215
Website: www.sba.gov

Creates and implements programs designed to assist small businesses succeed. Programs include training and development, financing, procurement, international trade assistance as well as information on women-owned businesses and those that are veteran-owned.

US Internal Revenue Service

300 N. Los Angeles Street
Los Angeles, CA 90012

Phone: 213-576-3009
Website: www.irs.gov

IRS provides Federal tax rules, regulations and information as well as forms and kits for businesses.

Federal Information Center

Phone: 800-726-4995

Directory of Federal business resources

Library of Congress Copyright Information Office

101 Independence Ave., S.E.
Washington, D.C. 20559

Phone: 202-707-3000
Website: www.copyright.gov

Office of public record for copyright registration and the deposit of copyright materials.

US Patent and Trademark Office
Commissioner of Patents
Washington, D.C. 20231

Phone: 800-786-9199
Website: www.uspto.gov

Disseminates both patent and trademark information. Through the registration of trademarks, PTO assists businesses in protecting their investments, promoting goods and services, and safeguarding consumers against confusion and deception in the marketplace through the registration of trademarks.

INTERNATIONAL TRADE ASSISTANCE

International Trade Administration

U.S. Department of Commerce
1401 Constitution Ave NW
Washington, DC 20230

Phone: 1-800-USA TRAD(E)
Website: www.commerce.gov

OED offers an array of innovative export marketing services specifically designed to help California's small and medium-sized companies sell their way to export success.

US Department of Commerce

West Los Angeles US Export Assistance Center
11150 W. Olympic Blvd., Suite 975
Los Angeles, CA 90064

Phone: 310-235-7104
Website: www.commerce.gov

International marketing services to promote products and services worldwide and assist businesses with every step of the export process.

US Department of Commerce

Bureau of Industry and Security - Western Regional Office
3300 Irvine Ave., Suite 345
Newport Beach, CA 92660

Phone: 949-660-0144
Website: www.bis.doc.gov

Formerly the Bureau of Export Administration, BIS provides counseling on Export Administration Regulations and assists with export licensing requirements.

World Trade Center Association Los Angeles-Long Beach

350 S. Figueroa St., Ste. 272
Los Angeles, CA 90071

Phone: 213-680-1888
Website: www.wtca-lalb.org

WTCA provides market and contact research designed to meet a company's need to successfully compete in the international marketplace.

JOB TRAINING ASSISTANCE

State Employment Development Department

315 W. 9th Street, Ste. 200
Los Angeles, CA 90015

Phone: 323-833-7900
Website: www.edd.gov

Assists businesses in locating skilled workers, stay competitive, and make informed decisions. EDD offers a full array of job placement services, up-to-date information on the labor market and emerging occupations, tax and hiring incentives and more.

Santa Monica College

Workforce & Economic Development
1900 Pico Blvd.
Santa Monica, CA 90405

Phone: 310-434-4199
Website: www.smc.edu

The mission of the Workforce & Economic Development is to meet the educational needs of regional businesses and industry partners.

UNIVERSITIES & COLLEGES

University of California Los Angeles

405 Hilgard Ave.
Los Angeles, CA 90095

Phone: 310-825-4321
Website: www.ucla.edu

Loyola Marymount Univeristy

7900 Loyola Blvd.
Los Angeles, CA 90045

Phone: 310-338-2700
Website: www.lmu.edu

Pepperdine Univeristy

24255 Pacific Coast Hwy.
Malibu, CA 90263

Phone: 310-506-4000
Website: www.pepperdine.edu

University of Southern California

Los Angeles, CA 90089

Phone: 213-740-2311
Website: www.usc.edu

Santa Monica College

1900 Pico Blvd.
Santa Monica, CA 90405

Phone: 310-434-4000
Website: www.smc.edu

West Los Angeles College

9000 Overland Ave.
Culver City, CA 90230

Phone: 310-287-4200
Website: www.wlac.edu

STATE PROFESSIONAL AND BUSINESS LICENSE GUIDE

Contractors State License Board

9821 Business Park Dr.
Sacramento, CA 95827

Phone: 800-321-CSLB (2752)

Website: www.cslb.ca.gov

Board of Dental Examiners of California

2005 Evergreen St., Suite 1550
Sacramento, CA 95815

Phone: 1-877-729-7789

Website: www.dbc.ca.gov

Medical Board of California

2005 Evergreen St., Suite 1200
Sacramento, CA 95815

Phone: 1-800-633-2322

Website: www.medbd.ca.gov

Board of Optometry of California

2420 Del Paso Road., Suite 255
Sacramento, CA 95834

Phone: 866-585-2666

Website: www.optometry.ca.gov

Physical Therapy Board of California

2005 Evergreen St., Suite 1350
Sacramento, CA 95815

Phone: 916-561-8200

Website: www.ptb.ca.gov

Board of Psychology of California

2005 Evergreen St., Suite 1400
Sacramento, CA 95815

Phone: 1-866-503-3221

Website: www.psychboard.ca.gov

Department of Corporations Financial Service Division
320 W. Fourth St., Suite 750
Los Angeles, CA 90013

Phone: 213-576-7500
Website: www.corp.ca.gov

Department of Financial Institutions
300 S. Spring St., Suite 15513
Los Angeles, CA 90013

Phone: 213-897-2085
Website: www.dfi.ca.gov

California Department of Insurance
Consumer Services Division
300 S. Spring St., South Tower

Phone: 800-927-HELP (4357)
Website: www.insurance.ca.gov

Department of Real Estate
320 W. Fourth St., Suite 350
Los Angeles, CA 90013

Phone: 213-620-2072
Website: www.dre.ca.gov

This guide does not include all professional state departments. For a complete list visit www.commerce.gov or call (916) 322-4245.

PUBLIC UTILITIES

Electricity

Southern California Edison Co.
Phone: 1-800-655-4555
Website: www.sce.com

Gas

Southern California Gas Co.
Phone: 800-427-2000
Website: www.socalgas.com

Telephone

AT&T
Phone: 1-800-944-0447
Website: www.att.com

Water

Beverly Hills Public Works Department
345 N. Foothill Rd.
Beverly Hills, CA 90210
Phone: 310-285-2467
Website: www.beverlyhills.org

**The information contained herein is up to date and accurate to the best of our knowledge as of January 2010. This guide is not all-inclusive and should not be a substitute for legal advice or for the advice of a professional business consultant. Beverly Hills Chamber of Commerce and the City of Beverly Hills expressly disclaim any liability for errors or omissions contained herein.