

CHECKLIST TO OPEN A BUSINESS

IN THE

CITY OF BEVERLY HILLS

Developed and prepared by the Economic Development Division of Beverly Hills Chamber of Commerce with the assistance of the City of Beverly Hills, this 18-step guide is designed to assist you in opening a business within the city limits.

These steps will be applicable to the majority of businesses seeking to operate in the City of Beverly Hills. You are urged to read through every step before starting your business in Beverly Hills.

Please note that some occupations such as an attorney, physician, psychologist, etc. require additional State of California Licensing or Certification requirements. *(Please check with the specific department of the State of California in which your area of expertise may be handled at www.dca.ca.gov. or call 916-574-8020. Also, the state chapter of your Professional Association may be able to assist you regarding these additional requirements).*

Additionally, the operation of emission producing equipment like dry cleaning machines, printing presses, charbroilers and similar equipment requires clearance and permits from the South Coast Air Quality Management District (SCAQMD). Contact the SCAQMD at (909) 396-2000 or www.aqmd.gov for a full list of regulated equipment and permitting requirements.

1. Will your business be located or conducted within the city limits of Beverly Hills?

Yes. Go to #2

No. However, you may want to continue this process to identify Los Angeles County or State of California requirements.

2. Will your business be a Corporation? Is your business registered in another state?

Yes. All corporations incorporated in California, doing business in California, whether or not incorporated or qualified under California law, and banks doing business in California are subject to the Corporation Franchise Tax. Contact the State Franchise Tax Board, 300 S. Spring Street, #5704, Los Angeles, CA 90013-1204 (800-852-5711) or go to the website www.ftb.ca.gov

Date completed _____. Continue to #3.

No. Continue to #3.

3. How do I register my business in Beverly Hills?

All Businesses that are located in the City of Beverly Hills or conducting business within the city limits, whether or not the business is physically located in Beverly Hills, must apply for Business Tax registration certificate within 30 days to the start of business. All businesses such as Non-professional Services, Retail, Wholesale, Contractors, Apartment Building Owners, Rental of Commercial Property, Rental of Residential Property including Single Family Homes, and others are taxed according to business type. Certain types of businesses are required to obtain a special permit prior to applying for a business license. Some of the businesses that are required to obtain this permit are: Amusements, Clubs, Auctions, Escort Bureaus, Massage, Motion Picture/Television Filming, Police Patrol, Second Hand Dealers, Pawnbrokers, Peddlers, Taxicabs, Transient Merchants, Solicitors/Canvassers, and businesses that require a Conditional Use Permit. Apply at the City of Beverly Hills Finance Administration, Business Tax Division, 455 N. Rexford Drive, 2nd Floor (310-285-2419).

Date completed _____ ID number _____. Continue to #4.

4. Do you need Federal Internal Revenue Service forms or other tax information?

_____ Yes. Inquire with the U.S. Internal Revenue Service, (800-829-1040) for a kit or forms and instructions or go to their website at www.irs.gov/business.

Date completed _____. Continue to #5.

_____ No. Continue to #5.

5. Are you planning to conduct business that involves the sale of tangible personal property, either retail or wholesale? As a seller, you must remit sales tax to the State.

_____ Yes. Contact the State Board of Equalization, 5901 Green Valley Circle, Suite 200., PO Box 3652, Culver City, CA 90231, (310-342-1000) for a resale number.

Date completed _____. Resale number _____. Continue to #6.

_____ No. Continue to #6.

6. Will you need to protect your "doing business as" name?

_____ Yes. Contact the Los Angeles County Registrar-Recorder/County Clerk's Office, 12400 Imperial Hwy., Norwalk, CA 90650 (562-462-2177), or at the LAX District, 11701 S, La Cienega Blvd., 6th Floor, Los Angeles, CA 90045 (310-727-6142), or visit their website at www.lavote.net.

Dates completed _____. Continue to #7.

_____ No. Continue to #7.

7. Will you have one or more employees?

_____ Yes. Employers are required to register to receive a State Employer Identification Number and a Federal Employer ID Number. 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. If the new business is a partnership or a corporation a Fed ID number is required. If the business is a corporation and the only employee is the stockholder, state and Federal payroll taxes must be withheld from their salary.

For more information on labor policies and regulations, contact the California State Employment Development Department at 1-888-480-3287 or online at www.edd.ca.gov. To obtain a Federal Employer ID Number, contact the US Internal Revenue Service at 800-829-1040 or apply online at www.irs.gov.

In addition, employers are also responsible for worker's compensation. Contact your insurance company or Beverly Hills Chamber of Commerce (310-248-1000) for list of insurance companies, www.beverlyhillschamber.com.

Dates completed: State Employment Development Department _____
IRS _____
Workers' Compensation _____. Continue to #8.

State Employer Identification Number _____ Federal Employer ID Number _____
_____ No. Continue to #8

8. Will your business operate out of your home?

_____ Yes. Go to the City of Beverly Hills Community Development Department-Planning Division, 455 N. Rexford Drive, First Floor (310-285-1141) to schedule an appointment.

Date completed: _____. Continue to #9.
_____ No. Continue to #9.

9. Will you need to know if the property you plan to occupy is zoned for your type of business and has adequate parking, as well as the property requirements?

_____ Yes, for zoning contact the City of Beverly Hills Community Development Department-Planning Division, 455 N. Rexford Drive, First Floor (310-285-1141).

Dates Completed: Zoning review _____. Continue to #10
_____ No, continue to #10

10. Will you need to know if the property you intend to own, rent or lease will pass building and fire code requirements?

_____ Yes. It is strongly suggested to contact the Community Development Department to review building records. The department maintains archives, which include plans, permits, use restrictions and other important building and land use information including Certificates of Occupancies. This information will help you determine whether or not the building or space is legally compatible with your intended use. To make an appointment to view these records or discuss the steps necessary to make the space compatible, contact the City of Beverly Hills Community Development Department-Building & Safety Division, 455 N. Rexford Drive, First Floor (310-285-1141)

Dates Completed: Building inspection _____
Fire inspection _____. Continue to #11
_____ No, continue to #11

11. Is your business adjacent to a residential use or separated from a residential use only by an alley?

_____ Yes. A no-fee Transitional License is required, contact the City of Beverly Hills Community Development Department-Planning Division, 455 N. Rexford Drive, First Floor (310-285-1141 to schedule an appointment).

Date completed: _____. Continue to #12.
_____ No. Continue to #12.

12. Will any building construction or tenant improvements be required for your business, or will there be a change in property use from the previous business occupant?

_____ Yes, refer to the Building & Tenant Improvement Process and contact the City of Beverly Hills Community Development Department-Building & Safety Division, 455 N. Rexford Drive, First Floor (310-285-1141) to schedule an appointment for plan review, permits and certificate of occupancy.

Should you need the use of the City's public right-of-way to facilitate the construction of your improvements, please contact the City of Beverly Hills Public Works Department-Civil Engineering Division, 345 Foothill Road (310-285-2467) to secure the necessary permits or information.

Dates completed: Plan review _____
Certificate of Occupancy _____. Continue to #13.
_____ No. Continue to #13.

13. Will you use signage to advertise your business?

Yes. Beverly Hills has comprehensive sign code regulations. Plans for your sign must be prepared and submitted to the Community Development Department-Planning Division for architectural review. Once approved, the Community Development Department-Building & Safety Division will issue the necessary permits and inspect the sign and its installation. Depending upon its location, additional permits may be required for the use of the public right-of-way for the installation of the sign/s. Contact the City of Beverly Hills Community Development Department, 455 N. Rexford Drive, First Floor (310-285-1141) for Architectural Review requirements and meeting dates.

Date completed _____. Continue to #14

No. Continue to #14.

14. Will food preparation be involved?

Yes. Contact Los Angeles County Health Department, 6053 Bristol Pkwy., 2nd Floor, Culver City, CA 90230 (310-665-8450) for regulations and approval.

Date completed: _____. Continue to #15.

No. Continue to #15.

15. If you are opening a restaurant, are you planning to have an outdoor seating area?

Yes. Permits are required for sidewalk dining or open-air dining adjacent to residential zone. Contact the City of Beverly Hills Community Development Department-Planning Division, 455 N. Rexford Drive, First Floor (310-285-1141).

Date completed: _____. Continue to #16.

No. Continue to #16.

16. Will your business sell or serve liquor?

Yes. Contact the State Alcoholic Beverage Control, District Administration, 1 Manchester Blvd., 6th Floor, Inglewood, CA 90301 (310-412-6311) for state licensing information or 3530 Wilshire Blvd., Suite 1110, Los Angeles, CA 90010 (213-736-2005).

Date completed: _____. Continue to #17.

No. Continue to #17.

17. Will your business need refuse or recycling service?

Yes. The City of Beverly Hills Public Works Department, Solid Waste Division, provides routine and special solid waste services for all businesses and multi-family dwellings in the City. The city is currently under a six-year contract with Crown Disposal Co. Inc. to provide all services in Beverly Hills. The Solid Waste Division staff handles all requests (service level changes, monthly billing, special requests, and complaints). The Division also handles all roll-off bin service for businesses and residents. This service is provided for construction/remodeling jobs, large landscaping projects, and other special large projects. The City of Beverly Hills encourages you to recycle as much of your waste stream as possible. Contact the City of Beverly Hills Public Works Department, Solid Waste Division, 345 N. Foothill Drive, Beverly Hills, CA 90210 (310-285-2466).

Date completed _____. Continue to #18.

No. Continue to #18.

18. Will your business offer valet parking for your customers?

Yes. A valet permit may be necessary to operate a valet service for your customers. All valet operations which utilize any part of the public street, alley, property, or right-of-way are required to obtain a valet permit. Temporary valet permits are also issued within Beverly Hills for short –term events offering valet parking. All valet permits are subject to operational conditions before being issued. Contact the City of Beverly Hills Department of Transportation, 455 N. Rexford Drive, First Floor (310-285-2500).

Date completed: _____.

No.

Types of licenses and regulations vary depending upon your business activity. For more information, contact Beverly Hills Finance Department at 310-285-2427.

**The information contained herein is up to date and accurate to the best of our knowledge as of February 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.