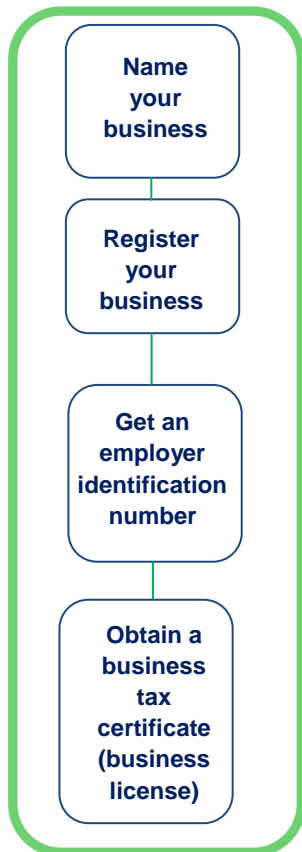


Starting a business in the City of Brentwood

The city of Brentwood strives to enhance the quality of life for our business owners. The City requires that all businesses, professions, trades, vocations, enterprises, establishments, occupations or callings conducting business within the city limits of Brentwood to obtain a business tax certificate. *BMC 5.04.020*

QUICKTOOL



CREATE A BUSINESS PLAN

- Every successful business starts with a successful business plan. Set business and personal goals to measure your success and create action steps to overcome any potential issues that may arise throughout the process.

- Search through the following tools and resources to conduct your initial research:

Create your [business plan](#)

- <https://www.sba.gov/business-guide/plan/>

City of [Brentwood Demographics](#)

- <https://datausa.io/profile/geo/brentwood-ca/>

[Small Business Research](#)

- <https://cbb.census.gov/sbe/#>

[Brentwood Chamber of Commerce](#)

- <http://www.brentwoodchamber.com/en/>

[CA-Gold Permit Assistance](#)

- <http://www.calgold.ca.gov/>

Resources

- City of Brentwood (Home Occupation) (925) 516-5405
- City of Brentwood (Business License) (925) 516-5480
- Police Department – Selling/Trading Secondhand Merchandise or Pawn Broking (925) 634-6911
- Contra Costa County Environmental Health – Licensing Department (925) 692-2500
- Business License for unincorporated Contra Costa County areas (925) 646-4230
- Contra Costa County Clerk-Fictitious Business Name Recorder (925) 335-7900
- Business Resource Center (Private Industry Council of Contra Costa County) (925) 646-5377
- State Board of Equalization (916) 227-6600
- California Department of Alcoholic Beverage Control (510) 622-4970
- Child Care Licensing (State Department of Social Services) (510) 622-2602

RESEARCH THE CITY OF BRENTWOOD'S ZONING AND PERMITTING REQUIREMENTS

- Every business needs to first meet the zoning requirements for the proposed address where business will be conducted.
 - Contact Community Development at 925-516-5405 or visit our Permit Center and ask to speak to a planner. Examples of questions to ask:
 - Is my business allowed at the site address where business will be conducted?
 - Will my business require a permit?
 - Will my business trigger any parking requirements?
 - Will my business require any sign permits?
 - Depending on the nature of the business, certain permits may be needed that may require site inspections by:
 - Fire Department
 - Building Department
 - Police Department

NAME YOUR BUSINESS

- If you're not doing business under your name, please file for a fictitious business name through the [Contra Costa County Clerk's office](#). (925)335-7900

REGISTERING YOUR BUSINESS

- If your business is a partnership, corporation, or limited liability company (LLC) you must register or incorporate with the [CA Secretary of State](#).

GET AN EMPLOYER IDENTIFICATION NUMBER (EIN) THROUGH THE INTERNAL REVENUE SERVICE

- An EIN also known as a Federal Tax Identification Number, Employer Tax ID or Form SS-4 is also needed for the purpose of reporting taxes and other documents to the IRS, as well as for reporting information about your employees to state agencies.
 - Before conducting any business and/or hiring any employees, you must obtain an [Employer Identification Number](#) (EIN).
 - You may want to consult an attorney on any other legal considerations for your new business.

Resources

- Contractors State License Board
(800) 321-2752
- Department of Justice – Check Cashing
(916) 227-6409
- Better Business Bureau
(510) 238-1000
- Contractors State License Board
(800) 321-2752
- IRS Federal Identification Number
(800) 829-1040
- Employment Development Number (State Identification Number)
(888) 745-3886
- Import Businesses US Customs Import Specialist
(415) 705-4440
- US Department of Commerce- Export License
(408) 271-7300

OBTAIN A BUSINESS TAX CERTIFICATE (Business License)

- Submit a [Business Tax Certificate Application](#)
 - You may use the [business tax calculator](#) to calculate the taxes due.
 - Call (925)516-5480 if you have questions or email blmessages@brentwoodca.gov

IF YOUR BUSINESS IS A RESTAURANT, CATERING, OR HANDLES FOOD

- You may need to file with the [Contra Costa County Environmental Health – Licensing Department](#)

IF YOU ARE SERVING ALCOHOLIC BEVERAGES

- You may need to apply with the [California Department of Alcoholic Beverage Control](#)

IF YOU ARE SELLING OR TRADING FIREARMS

- New laws requires that you register with the Bureau of Alcohol, Tobacco and Firearms for a Federal Firearms License (FFL) and a Certificate of Eligibility (COE) from the Department of Justice

IF YOU NEED AN EXPORT LICENSE

- Contact the [U.S. Department of Commerce](#)

IF YOU ARE SELLING OR TRADING SECONHAND MERCHANDISE OR PAWN BROKING

- New laws require you to register with the [Police Department](#)

IF YOU DEAL WITH CHECK CASHING

- You must register with the [Department of Justice](#)