

# BIZNET

A Program of the North Coast Small Business Resource Center

[www.northcoastsbdc.org](http://www.northcoastsbdc.org)

520 E Street • Eureka, CA 95501 • Phone (707) 445-9720 • Fax (707) 445-9652  
225 H Street • Crescent City, CA 95531 • Phone (707) 464-2168 • Fax: (707) 464-1349

## Checklist for Starting a Business in Humboldt County

- ❑ Choose your Business Name
- ❑ Choose a **physical** address for your business
  - OK to have a post office box as well, but you will have to have a physical location
- ❑ Figure out legal structure of business, legal issues.
  - Sole Proprietorship/Partnership/LLC/Corporation
  - Have legal documents drawn up as necessary (Partnership Agreement)
  - Trademarks/Patents/Proprietary information...SBDC is a good resource
  - Have a lawyer on your team before you need them
- ❑ If you are an employer...
  - Federal Tax ID #, the “Social Security #” for your Business ([www.irs.gov](http://www.irs.gov)) Fill out form SS-4
  - Mail to EIN Operations \* Philadelphia, PA 19255 or call toll free (800) 829-4933 or Fax- (215) 516-3990
  - Get an “Employer Guide” from the EDD (<http://www.edd.ca.gov/taxind.htm>) (707) 445-6532
  - Workers Comp Insurance...MUST have it before hire employees (your insurance agent or State Fund (707) 443-9721
  - Know the difference between employees and contractors ( [www.irs.gov](http://www.irs.gov))
- ❑ Fictitious Business Name Statement (707) 445-7593
  - Under \$100.00 usually. They will send you a packet, or you can pick one up.
  - Needed if the company name is different than your own. Required before you can open a business checking account.
- ❑ Business License
  - Tax Collector ([www.co.humboldt.ca.us/taxcollt/bus\\_lic.htm](http://www.co.humboldt.ca.us/taxcollt/bus_lic.htm)) (707) 476-2450
  - Cost dependent on business specifics; costs \$27.50 - \$299.00 annually
  - Needed when you conduct any business
- ❑ Business Bank Account
  - ALL expenses and income go through the business account
  - Choose a Business Accountant/ Set up Basic Bookkeeping Procedures/
  - What to do with money coming in
  - How to chart money going out
  - What to be tracking daily/weekly/monthly/quarterly

Paid for under the current grant with the U.S. Small Business Administration and the Humboldt State University Foundation. NCSBRC Program is nondiscriminatory and available to individuals with disabilities. This material is based on work supported by the U.S. SBA, the NCSBRC, and Humboldt State University Foundation. Any opinions, findings and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U. S. Small Business Administration, the NCSBRC, or the Humboldt State University Foundation.

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## Checklist for Starting a business in Humboldt County continued...

- ❑ “Not My Money” Bank Account
  - An account for Sales Tax.
  - An account for Payroll Tax/Self Employment Tax
- ❑ Business Insurance: Liability and Property Insurance, maybe others. Ask your insurer, or check the yellow pages
- ❑ Hiring Employees – See our website at [www.northcoastsbdc.org](http://www.northcoastsbdc.org) for a list. Also refer to the EDD for more information and to the government website [www.business.gov](http://www.business.gov).
- ❑ Retail Sellers Permit ([www.boe.ca.gov](http://www.boe.ca.gov)) (707) 576-2100
  - Needed to buy wholesale
  - Needed for most sales in California, and many services
- ❑ Accounting / Bookkeeping – See your CPA or whoever does your taxes for assistance.
- ❑ Self Employment and income tax , Federal ([www.irs.gov](http://www.irs.gov))
- ❑ Income tax, State ( <http://www.taxes.ca.gov> )

### Contacts:

North Coast Small Business Development Center: Business counseling and workshops, 445-9720

Redwood Region Economic Development Commission: Business Lender, 445-9651, [www.rredc.com](http://www.rredc.com)

Arcata Economic Development Corporation: Business Lender, 822-4616, [www.aedc1.org](http://www.aedc1.org)

Small Business Administration: Great site for business information, [www.sba.gov](http://www.sba.gov)

The Government Business Portal: This site links to all Federal and State sites: [www.business.gov](http://www.business.gov)

CalGold: A comprehensive listing of every permit you may need, [www.calgold.ca.gov](http://www.calgold.ca.gov)

Humboldt County Website: [www.co.humboldt.ca.us](http://www.co.humboldt.ca.us)

Humboldt County Environmental Health: 445-6215

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County / City	Where to go to get your business license:
<b>Humboldt County</b>	<p><u>Tax Collector, County Courthouse:</u> 707-476-2450 / 825 5<sup>th</sup> Street, Eureka, CA <a href="http://www.co.humboldt.ca.us/taxcollt/bus_lic.htm">www.co.humboldt.ca.us/taxcollt/bus_lic.htm</a></p> <ul style="list-style-type: none"> <li>• Needed as soon as you begin trade in your new business</li> <li>• Cost dependent on your business specifics; range is \$38.00 - up</li> </ul>
<b>Arcata</b>	<p><u>Arcata City Hall:</u> 707-822-5953 / 736 F Street, Arcata, CA <a href="http://www.arcatacityhall.org/business.html">www.arcatacityhall.org/business.html</a></p> <ul style="list-style-type: none"> <li>• Needed as soon as you begin trade in your new business</li> <li>• Cost dependent on your business specifics; will range from \$40.00 - up</li> <li>• Planning Dept. 707-822-5955 to check that your business location is zoned appropriately</li> </ul>
<b>Blue Lake</b>	<p><u>Blue Lake City Hall:</u> 707-668-5655 / 111 Greenwood Avenue, Blue Lake, CA <a href="http://www.bluelake.ca.gov">www.bluelake.ca.gov</a></p> <ul style="list-style-type: none"> <li>• Needed as soon as you begin trade in your new business</li> <li>• Cost dependent on your business specifics; range is \$10.00 - up</li> <li>• Home Occupation permit for home-based businesses; \$50.00 one time fee</li> </ul>
<b>Eureka</b>	<p><u>Eureka City Hall:</u> 707-441-4120 / 531 K Street, Eureka, CA <a href="http://www.ci.eureka.ca.gov/depts/finance/business.asp">www.ci.eureka.ca.gov/depts/finance/business.asp</a></p> <ul style="list-style-type: none"> <li>• Needed before you hit \$500 per quarter in sales</li> <li>• Cost dependent on your business specifics; range \$55.00 - up</li> </ul>
<b>Fortuna</b>	<p><u>Fortuna City Hall:</u> 707-725-7600 / City Hall 621 11<sup>th</sup> Street Fortuna</p> <ul style="list-style-type: none"> <li>• Cost dependent on your business specifics; range \$20 - up</li> <li>• Needed before you hit \$500 per fiscal year in sales.</li> <li>• Occupancy Permit/Building Permit - Check with City of Fortuna Building and Planning Departments before occupying or building in any commercial location. The City department will help you determine if a location is zoned for your business type and help keep any additions legal and safe.</li> <li>• Business Improvement District Assessment - Paid with Your Business License; Amount of assessment fee depends on business gross sales and location. Fortuna Business Improvement District markets the business community of Fortuna as a whole, assists community events and performs business recruitment and retention efforts. The FBID office also offers individual Fortuna businesses assistance with marketing, location searches and connecting with other resources in the business community. Call the FBID office for an appointment early in the course of starting your business at 707-725-9261. <a href="http://www.fortunabusiness.com">www.fortunabusiness.com</a>.</li> </ul>
<b>Rio Dell</b>	<p><u>Rio Dell City Hall:</u> 707-764-3532 / 675 Wildwood Avenue, Rio Dell</p> <ul style="list-style-type: none"> <li>• Costs dependent on your business specifics; range. \$30.00- up</li> <li>• Needed before you hit \$500 per fiscal year in sales</li> </ul>

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