



License & Permit Information-Monterey County

Business License	<p><u>Monterey:</u></p> <ul style="list-style-type: none"> City of Monterey, City Hall Revenue, Room 4, Monterey, CA 93940 (Corner of Pacific & Madison Street); (831) 646-3944 <p><u>Carmel by the Sea:</u></p> <ul style="list-style-type: none"> City Hall, East Side of Monteverde between Ocean Ave & 7th; (831) 620-2010 <p><u>Marina:</u></p> <ul style="list-style-type: none"> 211 Hill Crest Avenue, Marina, CA, 93933; (831) 884-1278 <p><u>Seaside:</u></p> <ul style="list-style-type: none"> 440 Harcourt Avenue, Seaside, 93955; (831) 899-6240 <p><u>Salinas:</u></p> <ul style="list-style-type: none"> 200 Lincoln Avenue, Salinas, CA, 9390; (831) 758-7212 <p><u>Other areas:</u> Del Rey Oaks: 394-8511; Gonzales: 675-5000; Greenfield: 674-5591, King City: 385-3281; Pacific Grove: 648-3100;</p> <p>Sand City: 394-3054; Soledad: 678-3963</p>	<p style="text-align: center;"><i>Frequently Asked Questions</i></p> <p>Where do I get a Business License for my company? You can obtain a business license where your business is located. Typically, the City Clerk, Business Office, or Finance Department will issue the licenses for the city. If you are a home-based business in the unincorporated area of Monterey County, you may also be required to obtain a Home Occupational Permit in addition to a business license.</p> <p>What is a Fictitious Business Name Statement? A fictitious business name statement is filed with the County Clerk in the county where your business is located. If the business name is available your filing will grant you the exclusive right to use the name in that county. The filing identifies you to potential creditors as the owner of the business you are starting, buying, or renaming. Once you have filed, you will be required to advertise your filing in the newspaper for four weeks. Upon completion of the advertising, you will be granted the business name.</p> <p>What is a Business Plan and why do I need one? A business plan is considered to be the "road map" for your business operation. A well-written business plan will set forth the goals for your business and guide your current and future operations. Every plan should include information on the history and development of your business, the product or service you offer, your marketing strategy, the ownership structure, personnel requirements, and the financial plan of the business. For the startup business, a business plan acts as a "feasibility study" to determine whether the potential business is viable. A completed business plan can also be used as a tool to gain financing for the business, or to recruit employees. However, the greatest benefit of the plan is that you, the business owner, will have a clear understanding of your business, industry, and marketplace. This knowledge will lead to better decision-making, and ultimately, increased profitability. The SDDC offers monthly Business planning workshop.</p>
California License & Permit Information	<p>CalGOLD http://www.calgold.ca.gov</p>	
Dept of Alcoholic Beverage Control Information	<p>California ABC Office 1137 Westridge Parkway Salinas, CA 93907 (831) 755-1990 http://www.abc.ca.gov/permits/permits.html</p>	
Environmental Health Services	<p>County Health Care Services Agency Monterey: 647-7654; Salinas: 755-4505; King City: 755-4579</p>	
Employment Development Department	<p>730 La Guardia St, Salinas, CA 93905; 649-2925</p>	
Employer Identification Number	<p>State: California Employment Development Department</p> <ul style="list-style-type: none"> (888) 745-3886 http://www.caljobs.ca.gov <p>Federal: Internal Revenue Service</p> <ul style="list-style-type: none"> (800) 829-4933 http://www.irs.gov 	
Fictitious Business Name	<p>County Clerk's Office 240 Church Street, 3rd Floor, Room 305, P.O. Box 1819 Salinas, CA 93902 (831) 755-5450 http://www.co.monterey.ca.us</p>	
Federal Withholding Taxes	<p>Internal Revenue Service (800) 829-4933 http://www.irs.gov</p>	
Incorporation/ LLC/ Limited Partnerships	<p>Secretary of State 1500 11th Street, Sacramento, CA 95814 (916) 657-5448 http://www.ss.ca.gov/business/business.htm</p>	
Seller's permit	<p>California State Board of Equalization- Salinas Office: 111 E. Navajo Drive, Suite 100, Salinas, CA 93906-2452 (831) 443-3003</p>	
State Withholding Taxes	<p>1900 Garden Road, Suite 160, Monterey, CA 93940 http://www.edd.ca.gov</p>	
Zoning Requirements	<p>Planning Department Monterey: 646-3885; Carmel: 620-2010; Del Rey Oaks: 394-8511; Gonzales: 675-5000; Greenfield: 674-5591; King City: 385-3281; Marina: 884-1220; Pacific Grove: 648-3190; Salinas: 758-7206; Seaside: 899-6220; Soledad: 678-3963</p>	

For more information on starting a business or expanding an existing business, call the SBDC at 800-464-6136 or check us at www.centralcoastsbdc.org for free of charge assistance.