



## BUSINESS LICENSE

## OTHER AGENCIES CONTACTS

*During the course of your business license processing, there are other agencies you may need to contact, or have interaction with, depending on the category of your business.*

*Questions regarding the fees associated with the other agencies should be directed to the applicable agency. As always, should you need assistance please contact the Planning Department at (818) 597-7328*

### **Additional Agencies you may want to contact regarding your business license:**

#### **CITY REGULATORY AGENCIES**

##### **City of Agoura Hills—Planning**

A Business License Application can be obtained at the City Planning Department.

Email: [vdarbouze@ci.agoura-hills.ca.us](mailto:vdarbouze@ci.agoura-hills.ca.us)  
(818) 597-7328

##### **City of Agoura Hills—Building & Safety**

For Questions on plan review submittals and approval.  
(818) 597-7370

Email: [ksanders@ci.agoura-hills.ca.us](mailto:ksanders@ci.agoura-hills.ca.us)

##### **City of Agoura Hills—Finance**

For account information and updating the account and payment of fees.

(818) 597-7320

Email: [mhanson@ci.agoura-hills.ca.us](mailto:mhanson@ci.agoura-hills.ca.us)

#### **LOS ANGELES COUNTY AGENCIES**

##### **County of Los Angeles Fire Department**

Calabasas Fire Prevention Office  
Development standards and site Inspections  
26600 Agoura Road, Calabasas, CA 91302  
(818) 880-0341

##### **Malibu/Lost Hills Sheriff's Station**

27050 Agoura Road, Agoura Hills, CA 91301  
(818) 878-1808

##### **County of Los Angeles-Other Departments**

Please consult with Weights and Measures, Animal Care & Control, Public Health, and Industrial Waste.

#### **COUNTY OF LOS ANGELES COUNTY CLERK**

##### **Fictitious Business Name/ Doing Business As (DBA):**

Business owners wishing to use a fictitious name (other than his/her own full family name) for the business, must clear the name through the Los Angeles County Clerk to ensure that no one else is using it. Once cleared, the owner is required to print it in a newspaper of a specified circulation, in the area in which the business will be operating. DBA renewals take place every 5years.

##### **Los Angeles County Clerk**

12400 E. Imperial Hwy. Rm. 1007, Norwalk, CA 90651-1030  
(562) 462-2177 or

##### **Van Nuys Court House**

14340 Sylvan Street, Van Nuys, CA 91401  
(818) 374-7191

• Information line: 1-800-201-8999

• Website:

[http://www.lavote.net/RECORDER/Real\\_Estate\\_etc.cfm](http://www.lavote.net/RECORDER/Real_Estate_etc.cfm)



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### Additional Agencies you may want to contact regarding your business license:

#### STATE AGENCIES

##### **Department of Alcohol Beverage and Control (ABC)**

6150 Van Nuys Blvd., Room 220 Van Nuys, CA 91401  
(818) 901-5017  
(818) 785-6731 fax

**Seller's Permit**—Those who sell tangible property must obtain a Seller's Permit with a tax number from the State.

**Use Tax**—A Use Tax may be charged, if a business buys equipment from a firm outside of California.

##### **State Board of Equalization**

15350 Sherman Way, Ste. 250, Van Nuys, CA 91406  
(818) 904-2300

##### **Unemployment Insurance**

Any employer having one or more employees and paying more than \$100 per quarter in wages is subject to the State Unemployment Insurance Code.

##### **Employment Development Department**

6150 Van Nuys Blvd., Rm 210, Van Nuys, CA 91401-3384  
(818) 901-5208

**State Licensing**—Consumer Information Operator for referral to the proper regulatory agency: 1-800-321-2752

**Secretary of State**—Incorporation procedures and information: (213) 897-3062

**State Department of Social Services**—Community Care Licensing: (313) 337-4333

##### **Contractor's State License Board:**

- Van Nuys Office (818) 901-5168
- Ventura Office (805) 654-4515

##### **Department of Consumer Affairs:**

- Bureau of Electronic and Appliance Repair, Home Furnishings, and Thermal Insulation: (916) 999-2041

#### FEDERAL AGENCIES

*For Employer Identification Number*

##### **Federal Internal Revenue Service**

6230 Van Nuys Blvd., Van Nuys, CA 91408  
1-800-829-1040 Federal Tax  
1-800-829-4477 TeleTax  
1-800-829-3676 Tax Forms

*For Import/Export Businesses*

##### **U.S. Dept. of Commerce**

Bureau of Export Administration  
Western Regional Office  
3300 Irvine Ave., Suite 345, Newport Beach, CA 92660-3198

#### OTHER AGENCIES

##### **Better Business Bureau**

18631 Sherman Way #B, Reseda, CA 91335  
(818) 401-1480  
[www.www.la.bbb.org](http://www.www.la.bbb.org)

##### **Greater Conejo Valley Chamber of Commerce**

600 Hampshire Rd., Suite 200, Westlake Village, CA 91361  
805.370.0035  
805.370.1083 fax  
[www.conejochamber.org](http://www.conejochamber.org)

#### LOCAL NEWSPAPER

##### **Fictitious Name Publication:**

The local newspaper will do the (4) publications for the business Fictitious Name.

##### **The Acorn Newspaper**

30423 Canwood St., Suite 108, Agoura Hills, CA 91301  
(818)-706-0266