

**Remember to...
REGISTER YOUR BUSINESS WITH THE CITY OF
AGOURA HILLS**

I. 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

J. Taxes:

FEDERAL:

All businesses are subject to taxation by the Federal Government. Employers having one or more employees should apply for an 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

STATE:

1. Seller's Permit—Those who sell tangible property must obtain a Seller's Permit with a tax number from the State.
2. 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

F. Insurance

State—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

- ⇒ Complete the Registration Form enclosed with this information.
- ⇒ Mail or bring the required **\$35.00**, with the completed registration form, to:
City of Agoura Hills
Attn: Business Registration Administrator
30001 Ladyface Court
Agoura Hills, CA 91301

After your business registration has been processed, you will be issued a Certificate of Business Registration.

Registration will last (1) year, from January 1st to December 31st.

For additional information or assistance regarding the Business Registration Program please contact City Hall.

**OPERATING A BUSINESS WITHOUT
A REGISTRATION CERTIFICATE IS A
MISDEMEANOR!**

CITY OF AGOURA HILLS

30001 Ladyface Court
Agoura Hills, CA 91301
Phone: (818) 597-7300
Fax: (818) 597-7337
www.ci.agoura-hills.ca.us



**City of Agoura Hills
Business Registration and
Licensing Information**

City Ordinance

No. 118

No. 93-237

City Resolution No. 93-817

Require all businesses operating in the
City of Agoura Hills to register!

Secretary of State

WHAT EVERY BUSINESS OWNER SHOULD KNOW

The purpose of Business Registration is to ensure that a business establishment is operating in the correct zoning district and in accordance with applicable Municipal Codes. It is also used in conjunction with the issuance of building occupancy certificates and to help ensure that all contractors doing business in the City are State licensed

The Business registration process also helps the City to better understand our business community. The information obtained from business registrations will help make the City's planning, fire, public safety, and security assistance activities more responsive to your needs.

The Agoura Hills Municipal Code requires all individuals, partnerships, and corporations conducting or operating a business within the City to register annually with the City, regardless of whether such business is a fixed location within the City. In addition to a Business Registration, certain businesses are required to obtain a Business License from Los Angeles County. These include businesses that are regulated by the Fire, Health and Sheriff Departments.

The annual business registration fee is **\$35.00** and covers the costs associated with processing and administering the program. Business Registrations are required to be renewed every January. To conduct a business without a registration is a misdemeanor.

Things to be done: →→→→→→→→

- City of Agoura Hills' Business Registration
- (If applicable) Los Angeles County Business License
- State Board of Equalization—State Tax (Seller's) Permit
- Fictitious Business Name Filing (DBA)
- Federal Employer Identification Number
- Unemployment Insurance
- Certificate of Occupancy—through the City's Department of Building and Safety
- Sign Permit—through the City's Department of Planning and Community Development

Addresses and Phone Numbers to help expedite your business needs:

A. Los Angeles Business Licenses:

- 225 North Hill Street Room 109
Los Angeles, CA 90012
(213) 974-2011 or (213) 974-2055

(The Agoura Hills Business Registration does not take the place of a Los Angeles County Business License.)

B. Federal—Import/Export:

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

C. State:

The state of California issues licenses and certificates to businesses (or operators of businesses) in certain categories, and regulates professional vocation standards.

- State Licensing/Consumer Information Operator for referral to the proper regulatory agency:
1-800-321-2752
- Incorporation procedures and information:
(213) 897-3062

D. State Department of Social Services:

- Community Care Licensing (313) 337-4333

E. Contractor's State License Board:

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

F. State Department of Consumer Affairs:

- State licensing for specific types of businesses (i.e. Dry Cleaning Establishment, etc.)
(916) 445-0660

G. State Bureau of Home Furnishings:

- 3485 Orange Grove Ave.
North Highlands, CA 95660-5595
(915) 574-2040

H. 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 5 years.

- 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