

## CHECKLIST OF REQUIREMENTS FOR STARTING A NEW BUSINESS

- Decide type of business: Sole Proprietor, Partnerships, Corporation, LLC, etc. This decision will affect your exposure to personal liability, how you draw profits and pay taxes.
- **File a Fictitious Business Name Statement**, if applicable, with the **Lassen County Clerk**, 220 South Lassen Street, Suite 5, Susanville, CA 96130. 530-251-8217  
[www.lassencounty.org](http://www.lassencounty.org)  
Your Fictitious Business Name filing only allows you to use your name in the county of registration.
- Consider researching registering your trade name on the Internet to reduce the possibility of using a confusingly similar name.  
**If your business location is within city limits:**
- Obtain a Business License from the City of Susanville, 66 North Lassen Street, Susanville, CA 96130 530-257-1000.
- Check zoning ordinances at the City of Susanville 530-257-1000 ext. 5115
- Contact Lassen Planning & Building Services-Zoning, Building at 707 Nevada St., Susanville, CA, 530-257-5263, for County Zoning Ordinances.
- Register your Business Property with the County Assessor, 220 South Lassen Street Suite 4, Susanville, CA 96130, 530-251-8241.
- Be prepared to make estimated income tax payments almost immediately after starting your business or incorporating. See [www.irs.gov](http://www.irs.gov) for self-employment or withholding tax requirements.
- If you will be selling tangible goods you must collect sales tax by applying for a seller's permit from the State Board of Equalization at 800-400-7115.
- If you are a food establishment, contact Lassen County Environmental Health, 1445 Paul Bunyan Rd., 530-251-8528.
- Consult an insurance agent regarding liability, theft, fire & other types of commercial insurance.
- Retain an attorney & a CPA/accountant/bookkeeper for legal and financial advice.

## SEEK REFERENCE MATERIALS

- Lassen Library District 1618 Main St., Susanville, CA. 530-251-8127 <http://lassenlibrary.org>
- IRS Business Resources [www.irs.gov/businesses](http://www.irs.gov/businesses)
- US Small Business Administration [www.sba.gov](http://www.sba.gov)
- Online Legal Forms [www.nolo.com](http://www.nolo.com)
- California Secretary of State [www.sos.ca.gov/business-programs](http://www.sos.ca.gov/business-programs)

## FREQUENTLY REQUESTED INFORMATION NUMBERS

Lassen County Zoning regulations.....	530-257-5263
Building Permits for Lassen County .....	530-251-8269
California Secretary of State .....	916-657-5448
California Dept. of Insurance (Name Approval) .....	800-967-9331
State Board of Equalization (Re-sale Permits) .....	800-400-7115
Contractors State License Board (District Office) .....	800-321-2752
State Compensation Insurance Fund (Worker's Compensation) .....	888-782-8338
Department of Consumer Affairs .....	800-952-5210
Federal ID EIN# (Form SS-4) see <a href="http://www.irs.gov">www.irs.gov</a> .....	800-829-4933
State SEIN# Employment Development Department (EDD) .....	888-745-3886