
CHECKLIST FOR STARTING A NEW BUSINESS



If you are planning to do business in the City of Twentynine Palms you must obtain a City of Twentynine Palms business license. If you are starting a new business, you must also check to see if you need to record a Fictitious Business Name or if you require a state reseller's license. Here are some guidelines to help you get started:

All new businesses may be required to do the following:



- Record a Fictitious Business Name
Visit the **County of San Bernardino Clerk/Recorder** website at <http://acrparis.sbcounty.gov/fbn/index.html>
- Obtain Sales Tax (Reseller's) License
Visit the **State Board of Equalization website** <http://www.boe.ca.gov/pdf/boe400spa.pdf> or call 800-400-7115
- Obtain a City Business License
Fill out a **Business License Application** http://www.ci.twentynine-palms.ca.us/Business_Licenses.28.0.html and contact the Business License Section of the Finance Department at 760-367-1972 with any questions.

Are you building a new structure or renovating an existing structure?

- Visit the **Community Development Department** website http://www.ci.twentynine-palms.ca.us/Permit_Applications.33.0.html for the required permits and plan checks or call 760-367-6799.

Are you establishing a business in an existing building?

- Visit the **Community Development Department** to ensure that your proposed use of the property is allowed in the location you desire or call 760-367-6799.

Do you need to get your utilities turned on?

- Electric - Visit the **Southern California Edison** website www.sce.com or call 1-800-684-8123 to schedule a turn on date.
- Gas - Visit **The Southern California Gas Company** website www.socalgas.com or call 1-800-42-2200 to schedule a turn on date.
- Telephone - Visit the **Verizon Phone Company's** website at www.verizon.com to schedule a turn on date. Or call 1-800-483-5000.

Do you need to obtain Environmental Health Permits?

- Visit the **San Bernardino County Department of Environmental Health website** http://www.sbcounty.gov/ehlus/environmental_health_services_home.aspx or call 909-387-4688.



Are you providing temporary lodging to customers?

- Contact the Finance Department at 760-367-1972 to find out whether you are subject to Transient Occupancy Tax.