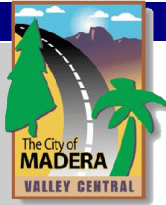


## 8. Utility Permits / Services

Most businesses will need to have utilities or other municipal services provided to their business site. These could include water, sewer, garbage and power.

**City of Madera Utility Billing**  
(559) 661-5459  
**PG&E**  
(800) 743-5000



## 9. Other Permits and Licenses

Some businesses may need special permission from other regional resource agencies and/or utility companies including the **San Joaquin Valley Air Pollution Control District**, the **California Department of Transportation**, and the **California Regional Water Quality Control Board**. Contact the Madera Planning Department to find out if you will need any additional approvals from these agencies.

[www.valleyair.org](http://www.valleyair.org)  
[www.dot.ca.gov](http://www.dot.ca.gov)  
[www.swrcb.ca.gov](http://www.swrcb.ca.gov)



## 10. Consider Joining a Business Association

**Madera Chamber of Commerce** (559) 673-3563  
[www.maderachamber.com](http://www.maderachamber.com)

**Better Business Bureau Accreditation Standards** [www.bbb.org/us](http://www.bbb.org/us)

### Important Telephone Numbers & Contact Information

**Madera County Clerk/Recorder**  
200 West 4th Street  
Madera, CA 93637  
(559) 675-7724  
*Fictitious Business Name Filing*

**Madera Economic Development Commission**  
2425 West Cleveland Avenue  
Madera, CA 93637  
(559) 675-7768

**Madera County Environmental Health**  
2037 West Cleveland Avenue  
Madera, CA 93637  
(559) 675-7823  
*Food Safety Certification*

**State of California Alcoholic Beverage Control**  
3640 East Ashlan Avenue  
Fresno, CA 93726  
(559) 225-6334

**State Board of Equalization**  
8050 North Palm Avenue, Suite 205  
Fresno, CA 93711-5510  
(800) 400-7115  
*CA Sales Tax Permit*

**City of Madera Business License**  
Richard Gracia  
205 West 4th Street  
Madera, CA 93637  
(559) 661-5408

**City of Madera Public Works**  
John Botwright, Water/Sewer Ops Manager  
1030 South Gateway Drive  
Madera, CA 93637  
(559) 661-5465

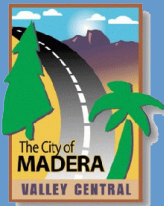
**City of Madera Planning Department**  
205 West 4th Street  
Madera, CA 93637  
(559) 661-5430  
*Zoning, Use Permits, Home Occupations*

**City of Madera Building Department**  
Rafael Magallan, Chief Building Official  
205 West 4th Street  
Madera, CA 93637  
Building Department (559) 661-5440  
*Building Permits, Tenant Improvements, ADA Building Inspection Line (559) 661-5445*  
*Fire Safety Inspections*

# Starting a Business in the City of Madera



## A Step by Step Guide



# Checklist for Starting Your Business in Madera

Starting a business can be a complicated but rewarding process. Here is a helpful, simplified checklist of the things you will want to address before starting your business:

## 1. Prepare a Business Plan

A business plan is the blueprint or road map for your business. Your business plan may also serve as a tool for raising money and is usually required when applying for a loan. The Small Business Administration also provides a step-by-step guide for starting a small business.

**Small Business Administration**  
[www.sba.gov](http://www.sba.gov)

## 2. Find a Location

Whether you are looking for existing building space or undeveloped property, the Madera County Economic Development Commission maintains a list of available properties. It might also be beneficial to consult with a commercial realtor as part of finding the right location for your business.

**Madera County Economic Development Commission**  
[www.maderacountyedc.com](http://www.maderacountyedc.com)  
(559) 675-7768

## 3. Verify Zoning

Before you sign a lease or a purchase contract, make sure the property's zoning will allow you to establish the proposed business. It is also important to determine if the building you've chosen has been constructed in such a way as to readily house your business. Some buildings are constructed with specific uses in mind.

**City of Madera Planning Department**  
(559) 661-5430

**City of Madera Building Department**  
(559) 661-5440

## 4. Determine the Legal Structure of your Business

If you are establishing a corporation, you will need to file your incorporation documents and request corporate name availability through the State of California.

**California Secretary of State**  
916-657-5448

## 5. Get Business Financing

Talk to an experienced banker to learn about the many options for financing a start-up or business expansion. After interviewing and choosing the banker that best meets your needs, be sure to discuss small business financing, equipment leasing, and equity capital options. The Madera Chamber of Commerce has a list of local banks you can start with.

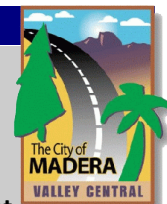
**Madera Chamber of Commerce**  
[www.maderachamber.com](http://www.maderachamber.com)

**SCORE**  
[www.centralvalley.score.org](http://www.centralvalley.score.org)

## 6. Request a Madera Business License

All persons wishing to do business in the City of Madera are required to obtain a business license. Applications are processed between the hours of 9 am – 4 pm daily. All applications are charged a one-time nonrefundable application fee of \$50 and \$4 ADA tax. All applications are subject to approval by all applicable departments and are usually approved within three weeks. Once approved and all dues are paid, a business license will be issued.

**City Hall - Finance Department**  
205 West 4th Street  
Madera, CA 93637  
Richard Gracia – (559) 661-5408  
[www.cityofmadera.org](http://www.cityofmadera.org)  
[businesslicense@madera.gov](mailto:businesslicense@madera.gov)



## 7. Obtain Required Permits and Licenses

Check "Permits Made Simple" at CALGOLD for other State, Federal and Regional requirements.

[www.calgold.ca.gov](http://www.calgold.ca.gov)

**Register a Fictitious Business Name** - If you create a business with a name other than your own, you are required to register the "Fictitious Business Name" with the Madera County Clerk's Office.

**Madera County Clerk's Office**  
(559) 675-7721

**Building Permit** – Required for construction, additions or remodels if any to ensure safety.

**City of Madera Building Department**  
(559) 661-5440

**Sales Tax/Resale Permit** – Required for businesses selling products.

**State Board of Equalization**  
(559) 440-5330, [www.boe.ca.gov](http://www.boe.ca.gov)

**Federal Tax ID # (EIN)**- Required for all business types, except Sole Proprietors.

**Internal Revenue Services**  
(800) 829-4933, [www.irs.gov](http://www.irs.gov)

**State Tax ID#** - Required for all business types, except Sole Proprietors.

**Employment Development Dept.**  
(888) 745-3886, [www.edd.ca.gov](http://www.edd.ca.gov)

**Sign Permit** – To receive approval for a business sign.

**City of Madera Planning Department**  
(559) 661-5430

**Health Inspections** – Required for restaurants and all food vendors.

**Madera County Environmental Health**  
(559) 675-7823,  
[www.madera.county.com](http://www.madera.county.com)

**Alcohol Beverage License** – For any business selling/serving alcoholic beverages. A Conditional Use Permit is also required to sell alcoholic beverages in the City.

**Alcoholic Beverage Control**  
(559) 225-6334, [www.abc.ca.gov](http://www.abc.ca.gov)

**CA Department of Consumer Affairs License** – For professional business such as accountants, engineers, doctors and dentists.

**CA Department of Consumer Affairs**  
(800) 952-5210, [www.dca.ca.gov](http://www.dca.ca.gov)

**Import/Export Permit** – Importing or exporting products outside of the US

**United States Customs**  
(559) 456-6830, [www.cbp.gov](http://www.cbp.gov)