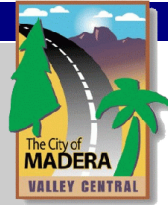


8. Utility Permits / Services

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 Finance
(559) 661-5454
P.G.&E.
(800) PGE-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
www.dot.ca.gov
www.swrcb.ca.gov



10. Consider Joining a Business Association

Madera Chamber of Commerce

(559) 673-3563,
www.maderachamber.com

**Better Business Bureau
Accreditation Standards**

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

Bobby Kahn, Executive Director
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
(559) 440-5330
Sales Tax Permit

City of Madera Finance Department

205 West 4th Street
Madera, CA 93637
(559) 661-5408
Business Licenses, Utility Start-up and Billing

City of Madera Public Works

Marvin Ward, Water Quality Specialist
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

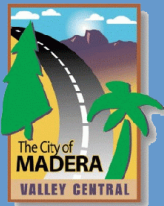
City of Madera Building Department

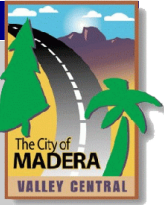
Steve Woodworth, Building Official
Matt Tarr, Fire Marshal
205 West 4th Street
Madera, CA 93637
Building Department (559) 661-5439
Building Permits, Tenant Improvements, ADA
Fire Department (559) 274-3925
Fire Inspections

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

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
(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
SCORE
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 1-time nonrefundable application fee of \$50 and tax. All applications are subject to approval by all applicable departments and are usually approved within three weeks. Once approved, a business license will be issued.

City Hall
205 West 4th Street
Madera, CA 93637
Brandi Garcia – (559) 661-5408
www.cityofmadera.org
bgarcia@cityofmadera.com

7. Obtain Required Permits and Licenses

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

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) 675-7720

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

City of Madera Building Department
(559) 661-5439

Sales Tax/Resale Permit – required for businesses selling products.

State Board of Equalization
(800) 400-7115, www.boe.ca.gov

Federal Tax ID # - required for all businesses.

Internal Revenue Services
(800) 829-4933, www.irs.gov

State Tax ID# - required for all businesses.

Employment Development Dept.
(888) 745-3886, www.edd.ca.gov

Sign Permit – to receive approval for a business sign.

City of Madera Planning Department
(559) 661-5430

Health Inspections – for restaurants and food vendors.

Madera County Environmental Health
(559) 675-7823,
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

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

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

United States Customs
(559) 456-6830, www.cbp.gov