

# Frequently Asked Questions

## How do I start a business in the City?

- Create a business plan. Research how to create a business plan at your local library. Additional resources are available through the U.S. Small Business Administration (Los Angeles District Office) (<https://www.sba.gov/offices/district/ca/glendale>), and the Rosemead Chamber of Commerce (<http://www.rosemeadchamber.org/>).
- Determine the legal structure of your business. You can contact your own accountant or attorney for assistance in this matter. For additional information, contact the office of [California's Secretary of State](#) at (916) 657-5448.
- Obtain information on how to establish a fictitious business name from the Los Angeles County Clerk's office (<http://lavote.net/>).
- Select a site, determine zoning requirements and secure any special permits. Determine zoning requirements prior to signing a lease or contract by contacting the City of Rosemead's Planning Division at (626) 569-2140. The Planning office can assist you in receiving information on the status of your location if you have the proposed business address and a description of the business. They will also assist in determining which special permits are required for specific business types.
- Obtain a seller's permit and resale certificate if you will be selling taxable items or provide a taxable service. For the appropriate forms, contact the [California State Board of Equalization](#) at (760) 510-5850.
- Obtain a business license. Anyone doing business in the City of Rosemead must have a business license. You will need your business address, type of business, and zoning clearance from the Planning Division. An application can be obtained at the City of Rosemead's Business License Division at 8838 E. Valley Boulevard, Rosemead, CA 91770 or online at <http://www.cityofrosemead.org/index.aspx?page=192>.
- Obtain employer ID numbers, if you intend on employing staff. These numbers can be obtained by completing form SS-4 from the Internal Revenue Service. Call (800) 829-3676 or visit [www.irs.gov](http://www.irs.gov). Businesses are also required to obtain a state identification number to report employee taxes to the State. For more information contact the Employment Development Department (<http://www.edd.ca.gov>) at (888) 745-3886.
- Contact the [Internal Revenue Service](#) to receive the [Tax Guide for Small Business](#) which is an invaluable tool to help business owners understand the basics. Call the IRS at (800) 829-1040.
- Need assistance? If you need assistance with a problem or help with site selection, demographics, etc., contact the City's Community Development Director at (626) 569-2158 or by email at [mramirez@cityofrosemead.org](mailto:mramirez@cityofrosemead.org).

## What happens if I encounter problems with the development of my property or business?

You can contact the City's Planning Division at (626) 569-2140. Any of the City's expert staff would be able to assist you.

## **How do I get a business license?**

Anyone doing business in the City of Rosemead must have a business license. You will need your business address, type of business, and zoning clearance from the Planning Division. You can download the business license application at <http://www.cityofrosemead.org/index.aspx?page=192> or stop by the Business License Counter at City Hall located at 8838 E. Valley Boulevard. For additional questions, please contact the City's Senior Management Analyst, Pat Piatt, at (626) 569-2102 or by email at [ppiatt@cityofrosemead.org](mailto:ppiatt@cityofrosemead.org).

## **How do I get financing for my business?**

Check out these links to help you find financing for your business: The Small Business Administration at [www.sba.gov](http://www.sba.gov) and the CDC Small Business Finance at [www.cdcloans.com](http://www.cdcloans.com)

## **How do I find out about economic development activities within the city?**

Please look through the Economic Development webpages or contact the City's Community Development Director, Michelle Ramirez, at (626) 569-2158 or by email at [mramirez@cityofrosemead.org](mailto:mramirez@cityofrosemead.org).

## **How do I get help with locating my business in the city?**

If you are relocating your business to Rosemead, you can start by browsing through listing to find the location suitable for your needs. Also check out the "How do I start a business in the City" section shown above. If you are unable to find what you are looking or need a little more assistance, please contact City's Community Development Director, Michelle Ramirez, at (626) 569-2158 or by email at [mramirez@cityofrosemead.org](mailto:mramirez@cityofrosemead.org).