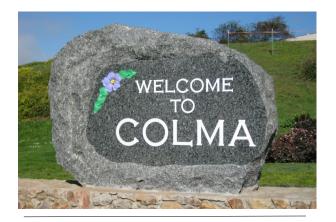
# **TOWN OF COLMA**

Business Registration, Code Enforcement Zoning Requirements, Sign Permits Planning Department—650-757-8888

*Building Permits and Inspections* Building Division—650-757-8888

*Grading and Encroachment Permits* Public Works Department—*650-757-8888* 



Town of Colma 1198 El Camino Real Colma, CA 94014-3212

 Phone:
 650-997-8300

 Fax:
 650-997-8308

 Website:
 www.colma.ca.gov



*Recycling Services, Construction Dumpsters* Republic Services—650-756-1130

*Fire Inspection* Colma Fire Protection District—650-755-5666

*Chamber of Commerce Membership* Colma-Daly City Chamber—650-755-3900 www.dalycity-colmachamber.org

#### SAN MATEO COUNTY

*Fictitious Business Name* County Clerk-Recorder's Office—650-363-4712 www.smcare.org/clerk/fictitious

*Food Permits* Environmental Health Services—650-363-4305 www.co.sanmateo.ca.us/portal/site/health

### STATE OF CALIFORNIA

*Incorporation, Limited Partnerships* Secretary of State—916-657-5448 www.sos.ca.gov/business/be

*Permit to Sell Alcohol* Alcohol Beverage Control—415-557-3660 www.abc.ca.gov

Resale License Board of Equalization—415-356-6000 www.boe.ca.gov/info/reg.htm

Other State Licenses Department of Consumer Affairs—800-952-5210 www.dca.ca.gov Contractors State License Board—800-321-2752 www.cslb.ca.gov

*Tax Information* Franchise Tax Board—800-852-5711 www.ftb.ca.gov

*Unemployment, Disability Insurance, Payroll Taxes* Employment Development Dept—650-363-4305 www.edd.ca.gov *Workers' Compensation Insurance* Department of Industrial Relations—415-703-4600 www.dir.ca.gov/DWC/Employer.htm State Compensation Insurance Fund— 415-974-8000 www.statefundca.com/employers

**USEFUL CONTACT INFORMATION** 

### FEDERAL

*Employer Identification Number, Tax Information* Internal Revenue Service—800-829-1040 www.irs.gov/businesses

*General Advice* U.S. Small Business Administration—415-744-6820 www.sba.gov

### **OTHER RESOURCES**

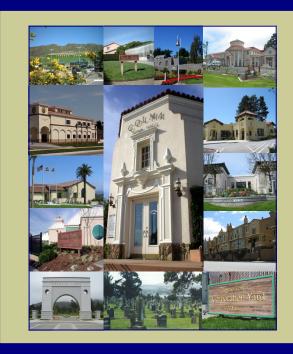
Service Corps of Retired Executives (SCORE)— 415-744-6827 www.sfscore.org

Renaissance Entrepreneurship Center— 415-647-3728 www.rencenter.org

Reasonable Accommodation. Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the document, should direct such a request to Pak Lin, ADA Coordinator, at 650-997-8300 or pak.lin@colma.ca.gov. Please allow two business days for your request to be processed.

# STARTING A BUSINESS IN COLMA

# TOWN OF COLMA





# IT'S GREAT TO BE ALIVE AND DOING BUSINESS IN COLMA

## WHY COLMA

The Town of Colma, known world-wide as the "City of Souls," is a unique, diverse community of 1,600 residents located on the San Francisco peninsula. It is a regional destination known for its cemeteries, shopping centers and auto sales district. In spite of its urban setting between the cities of Daly City and South San Francisco, the Town maintains a "small town" feeling for its residents and many visitors.

Colma's commercial buildings make a distinct architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an oldworld charm all its own, from its brick-paved residential streets and ornamental street lamps to its historical museum and restored railroad depot located at its Historical Park and Community Center on Hillside Boulevard.

Within its two-square mile boundary, the Town enjoys a strong tax base, one of Northern California's most complete collections of car dealerships, two shopping centers and a cardroom. There are two BART stations nearby. Colma is also easily accessed via Highway 280.

The Town has a modern city infrastructure with a professional staff who are easily accessible to residents and local businesses. A monthly newsletter is distributed from Town Hall with timely information about the City Council agenda, upcoming community events and special interest articles.

This small-town approach to modern, municipal government reflects a commitment to both a thriving business climate and a harmonious relationship with residents.

# WHERE TO BEGIN

The following are general checklists to get you started, based on information from SCORE, Service Corps of Retired Executives. All of the items may not apply to your business. Contact information can be found on the reverse side. See also **Colma Specific Requirements**.

### Starting a Business

- 1. Prepare a business plan.
- 2. File fictitious name statement.
- 3. Get a business registration.
- 4. Obtain a sellers permit.
- 5. Draft a partnership agreement or incorporate with the Secretary of State.
- 6. Open a checking account.
- 7. Talk with an accountant about bookkeeping systems.
- 8. Set up bookkeeping systems.
- 9. Research insurance needs.
- 10. Draft contracts needed for customers/private contractors.
- 11. Develop brochure/logo/website.
- 12. Develop rate structure.
- 13. Print brochure, letterhead.
- 14. Prepare employee training manual.
- 15. Develop pay schedule.
- 16. Develop billing procedures.
- 17. File appropriate tax forms.
- 18. Develop market research/advertising.

### **Possible Set-Up Costs**

- Lawyer for partnership agreement/lease review
- Filing fees—business license, permits, fictitious name
- Design of logo or other graphics
- Printing brochure, letterhead, flyers, etc.
- Development of website
- Market research
- Telephone system/answering machine
- Utilities
- Rent or purchase of a building
- Insurance
- Advertising
- Board of Equalization bond
- Laundry and cleaning
- Directories for customer contact
- File incorporation papers
- Fixtures/equipment/vehicles
- Office supplies
- Books and publications
- Chamber of Commerce membership
- Association dues

## COLMA SPECIFIC REQUIREMENTS

Before applying for a business license in Colma and opening your business, there are items that you may need to address:

- Zoning requirements with the Town of Colma Planning Department
- IRS Employer Number
- DE-1 Form with the State Employment Development Department
- Fictitious Business Name Statement from the County
- Legal publication of Fictitious Business Name

- Seller's Permit—State Resale Number
- State license (contractors)
- State Workers' Compensation Insurance coverage
- Permit for selling food from the County Environmental Health Department
- Permit for storing hazardous materials from County Environmental Health Department
- Building permit for any exterior or interior modifications from the Colma Building Division
- Sign approval from the Colma Planning Department
- Fire inspection from the Colma Fire Protection District

# UNINCORPORATED AREA

If you are operating a business in the unincorporated area adjacent to the Town of Colma, you are subject to the requirements and procedures of San Mateo County. Contact the Planning and Building Department at 650-363-4161 for more information.