

STARTING A BUSINESS – RESOURCES

Determine Federal Requirements Related to Employees

Includes, but not limited to: employee withholdings, self-employment tax, sole proprietorship and corporation taxes.

United States Government
Internal Revenue Service (IRS)
880 Front St., Room. 1N1
San Diego, CA 92188
(800) 829-1040
www.irs.gov

Check with Tax Authorities

Business Personal Property Tax
County of San Diego
Assessor/Recorder/Clerk
141 East Carmel St.
San Marcos, CA 92078
(760) 940-6868

State/Corporate Income Tax

State of California
Franchise Tax Board – Walk-in Services Only
5353 Mission Center Rd., Suite 314
San Diego, CA 92108
(800) 852-5711

Federal Income Tax

United States Government
Internal Revenue Service (IRS)
880 Front St., Room. 1N1
San Diego, CA 92188
(800) 829-1040

Other Resources

Vista Chamber of Commerce

201 Washington St.
Vista, CA 92084
(760) 726-1122
www.vistachamber.org

Vista Village Business Association and Business Improvement District

150 Broadway
Vista, CA 92084
(760) 414-9391
www.vvba.org

ABOUT VISTA

With more days that are 72 degrees than anywhere else in the United States, Vista has been able to retain its pastoral beauty as it has evolved into one of Southern California's most vibrant metropolitan areas. Today, Vista is a crossroads of culture, education, technology and commerce with the vision to meet the distinct needs of all its citizens.

Incorporated in 1963, the City of Vista is located about 8 miles inland from the Pacific Ocean. With some of the most affordable housing prices in the entire county, Vista also prides itself on having a rich community atmosphere. Community events such as a traditional Cinco de Mayo festival, the Scottish Highland Games and Oktoberfest bring excitement to the community year after year. Vista also boasts award-winning theatrical productions year-round. Enjoy musicals, comedies and dramas at the Moonlight Amphitheatre during the months of June through September or at the beautifully restored Avo Playhouse during the winter months.

Vista Demographics

*Total Population: 97,611

*Total Housing Units: 32,206

*Total Employment: 41,048

*Average Household Income: \$69,082

**Average Cost of Homes: \$279,500

*Median Age: 31.6 years old

For more detailed demographic information, please visit
<http://www.cityofvista.com/business/Demographics.cfm>.

*Source: ESRI Business Analyst

**Source: DQNews.com <http://www.dqnews.com/Charts/Monthly-Charts/SDUT-Charts/ZIPSDUT.aspx>



Vista's centralized location with respect to major transportation corridors makes this area an attractive location for firms seeking ready access to markets in the counties of San Diego, Orange, Los Angeles, Riverside and San Bernardino. Ample permanent open space has been designated in south Vista, providing an appealing natural setting for prospective industrial users. Vista is strategically located between Southern California's largest trade centers; Los Angeles – 90 miles north, Orange County – 45 miles north and San Diego – 35 miles south.



Economic Development Department

200 Civic Center Dr.

Vista, CA 92084

(760) 639-6165

www.cityofvista.com/business

EDinfo@cityofvista.com

Key Steps to Starting a Business in Vista



What you need to know about starting a business in the city of Vista including important resources, phone numbers and web links.



Create a business plan. Research how to create a business plan at your local library. Additional resources are available at the Small Business Development Center. Call (760) 795-8740 for more information or visit <http://www.sandiegosmallbiz.com/>. The City of Vista's Economic Development Department can also help you. Call (760) 639-6165. The Vista Chamber offers free SCORE counseling for new businesses. Call (760) 726-1122 for more information.

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 San Diego County Clerk's office. Call (760) 940-6858.

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 Vista's Development Services Division at (760) 639-6100. 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 (<http://www.boe.ca.gov/pdf/pub73.pdf>) at (760) 510-5850.

Obtain a business license. Anyone doing business in the City of Vista must have a business license. You will need your business address, type of business, and zoning clearance from the Development Services Division. An application can be obtained at the City of Vista's Business License Division at 200 Civic Center Dr., Vista, CA 92084 or download the form at www.cityofvista.com/departments/finance.

Obtain employer ID numbers, if you intend on employing staff. These numbers are not necessary until employees are hired and can be obtained by completing form SS-4 from the Internal Revenue Service. Call (800) 829-3676. 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 (<http://www.irs.gov/>) to receive the Tax Guide for Small Business (<http://www.irs.gov/pub/irs-pdf/p334.pdf>) 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 Kevin Ham, Director of Economic Development and designated Business Ombudsman at (760) 639-6165.**

RESOURCES

Business License & General Information – City of Vista

Finance Department
(760) 639-6174

Permit Assistance – City of Vista

Development Services Division
(760) 639-6100

Sign Permit – City of Vista

Development Services Division
(760) 639-6100

Register Weights & Measures

(For devices used in your business)
County of San Diego Agriculture,
Weights and Measures Department
5555 Overland Ave., Bldg. 3
San Diego, CA 92123
(858) 694-2738

Check City Zoning – City of Vista

Development Services Division
(760) 639-6100

Water Connection

Vista Irrigation District
1391 Engineer Street
Vista, California, 92081
(760) 597-3100

Research Business Plans

Vista Library
700 Eucalyptus Ave.
Vista, California, 92084
(760) 643-5100

Building Permits and/or Certificate of Occupancy – City of Vista

Development Services Division
(760) 639-6108

Information on State Licenses Required for Specific Businesses/Professions

Consumer Affairs Office
State of California
400 R St.
Sacramento, CA 95814
(800) 952-5210

State Employer Tax Identification Number

Employment Development Department
800 Capitol Mall, MIC 83
Sacramento, CA 95814
(888) 745-3886

Fire Department Requirements and Regulations

Including fire safety inspections.
City of Vista Fire Department
(760) 726-2144

Wastewater Discharge Permit – City of Vista

Public Works Department
(760) 639-6176

Stormwater Discharge Permit – City of Vista

Businesses operating under certain Standard Industrial Classification (SIC) codes (those between 0211 and 5171) must obtain coverage under the State Water Resource Control Board's (SWRCB) General Industrial Stormwater Permit Number NPDES CAS000001. For more information contact the City of Vista's Engineering Department at (760) 726-1340 extension 1373 or visit the SWRCB website at: www.swrcb.ca.gov/stormwtr/industrial.html.

Air Pollution Control Permits

Usually applies to business operations that emit contaminants. Examples include, but not limited to: dry cleaners, gasoline dispensers, stationary engines, chemical manufacturing or processing and rock, mineral and asphalt plants.
Air Pollution Control District
9150 Chesapeake Dr.
San Diego, CA 92123
Small Business Assistance (858) 694-3307

Determine If Your Business Needs Environmental Health Permits

Businesses such as food-related companies, food handling, public swimming pools/ground storage tanks, medical wastes, biotech, x-ray equipment, water wells, septic systems, and solid waste handling and composting.
Department of Environmental Health
151 East Carmel St.
San Marcos, CA 92078
(800) 253-9933
www.co-san-diego.ca.us

File Articles of Incorporation/Register a Trademark

State of California, Secretary of State
1350 Front St., Rm 2060
San Diego, CA 92101
(619) 525-4113
www.ss.ca.gov
Trademark Registration Office
1500 11th St., Rm 345
Sacramento, CA 95814
(916) 653-3506

Apply for Alcoholic Beverage License

Department of Alcoholic Beverage Control
State of California
334 Via Vera Cruz, Suite 204
San Marcos, CA 92069
(760) 471-4237
www.abc.ca.gov

Determine if Your Business is "Police-regulated"

San Diego County Sheriff's Department
(760) 940-4551

Seller's Permit

State of California
Board of Equalization
334 Via Vera Cruz, Suite 107
San Marcos, CA 92069
(760) 510-5850
www.boe.ca.gov

Information on Worker's Compensation Regulations and Benefits

Industrial Relations Department
State of California
Division of Workers' Compensation
1350 Front St., Suite 3047
San Diego, CA 92101
(800) 736-7401
www.dir.ca.gov

Determine State Requirements Related to Employees

Includes, but is not limited to: fair employment laws, occupational safety, wage-hour laws and child labor laws.
State of California
Industrial Relations Department
Division of Labor Standards
(619) 220-5451

Grading and Other Permits or Regulations – City of Vista

Development Services Division
(760) 639-6108

For information on zoning requirements and permits in Vista or statewide, visit: <http://www.calgold.ca.gov>.