

***Starting or expanding a business can be both exciting and challenging.***

*Your checklist should include, among other things:*

- Permits and licenses
- Business filings
- Human resources
- Payroll
- Health care and other benefits
- Insurance
- Taxes
- Other legal requirements
- Recordkeeping

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**Resources for  
California  
Businesses**



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**California  
State Controller**

## **PLANNING & FINANCE**

### **Governor's Office of Business and Economic Development (GO-Biz)**

GO-Biz offers assistance with permitting and regulatory information, workshops, and webinars.

[www.business.ca.gov/Programs.aspx](http://www.business.ca.gov/Programs.aspx)

CalGold search site identifies all state, county, and city permits and licenses needed for each type of business.

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

### **U.S. Small Business Administration (SBA)**

SBA Small Business Development Centers across the state offer free and low-cost professional guidance to entrepreneurs, from business plan development to regulatory compliance.

[www.sba.gov](http://www.sba.gov)

(800) 827-5722

## **LICENSES, PERMITS, CERTIFICATIONS, FILINGS**

### **CA Secretary of State**

Receives certain basic business filings for corporations, limited liability companies, and some others; commissions notaries public; and maintains Uniform Commercial Code filings.

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

(916) 653-6814

### **CA Department of General Services**

Certifies small business or disabled veteran business enterprises for state contracting.

[www.dgs.ca.gov/pd/home](http://www.dgs.ca.gov/pd/home)

### **CA Contractors State License Board**

Regulates and licenses the construction industry.

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

(800) 321-2752

### **CA Department of Consumer Affairs**

Provides licensing in more than 200 business and professional categories including certain medical and financial professions.

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

(800) 952-5210

## **LABOR & EMPLOYMENT**

### **U.S. Citizenship and Immigration Services**

Assists with employment eligibility verification (Form I-9), application for employment authorization, and immigration through employment.

[www.uscis.gov](http://www.uscis.gov)

(800) 375-5283

### **U.S. Department of Labor**

Assists with federal wage and hour issues.

[www.dol.gov](http://www.dol.gov)

(866) 487-2365

### **CA Department of Industrial Relations (DIR), Division of Labor Standards Enforcement (Labor Commissioner)**

Assists with state wage and hour issues.

[www.dir.ca.gov/dlse](http://www.dir.ca.gov/dlse)

(844) 522-6734

### **CA DIR, Division of Workers' Compensation**

Monitors administration of on-the-job injury insurance claims and resolves claim disputes.

[www.dir.ca.gov/dwc](http://www.dir.ca.gov/dwc)

(800) 736-7401

### **CA Employment Development Department**

Provides unemployment and disability insurance benefits, job placement, and labor market information.

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

(800) 300-5616

### **CA Department of Insurance**

Regulates insurance industry and provides consumer assistance with workers' compensation, liability, and other insurance coverage issues.

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

(800) 927-4357

### **Covered California**

Administers the state's Small Business Health Plan Option Program under the Affordable Care Act.

[www.coveredca.com/forsmallbusiness](http://www.coveredca.com/forsmallbusiness)

(800) 300-1506

## **FEDERAL & STATE TAXES**

### **U.S. Internal Revenue Service**

Provides Employer Identification Numbers and assistance with federal income and payroll taxes.

[www.irs.gov](http://www.irs.gov)

(800) 829-4933

### **CA Board of Equalization**

Issues seller's permits and administers sales and use taxes, special taxes and fees, and property taxes.

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

(800) 400-7115

### **CA Franchise Tax Board**

Administers personal income and corporation taxes.

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

(800) 852-5711

### **CA Employment Development Department**

Provides Employer Payroll Account Numbers and administers state payroll taxes.

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

(888) 745-3886

### **Various**

A compilation of state and federal tax information.

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