

### Step 1 – Develop a Business Plan

The first step to starting a business is a business plan. A plan will help evaluate your idea, estimate cost and determine the strengths and weaknesses of your proposal.

#### **WHO TO CONTACT:**

**Lake County Economic Development Corporation**  
P.O. Box 1257, Lakeport, CA 95453  
707-263-6217 | [www.lakecountycaedc.org](http://www.lakecountycaedc.org)

#### **North Coast SCORE – Chapter 450**

**Business Consulting and Training**  
P.O. Box 6083, Santa Rosa, CA 95404  
707-571-8342 | [www.northcoast.score.org](http://www.northcoast.score.org)

### Step 2 – Check and Clear Zoning Regulations

Contact the City of Lakeport Community Development Department to determine the zoning designation of your proposed site. Staff will help you determine if your business is an eligible use for a specific location and whether any special approvals are necessary.

#### **WHO TO CONTACT:**

**City of Lakeport Community Development Dept.**  
225 Park Street, Lakeport, CA 95453  
707-263-5613 ext. 204  
[businesslicensing@cityoflakeport.com](mailto:businesslicensing@cityoflakeport.com)

### Step 3 – Structure Your Business

It is important to determine the structure of your business for operating and reporting purposes. Will you operate your business as a sole proprietor, partnership (two or more owners), or corporation (one or more stockholders or officers)? If you are a sole proprietor, no formation documents are required to be filed with the Secretary of State. It is optional for partnerships to file with the State. If you are starting a corporation, a Limited Liability Company (LLC), or a Limited Partnership (LP), you must contact the Secretary of State. They can supply you with the information and forms you will need. Even if you believe your business is exempt, you must register with the City. If you are a nonprofit organization interested in applying for 501(c)(3) status, you must contact the California Secretary of State and the IRS.

#### **WHO TO CONTACT:**

**California Secretary of State – Sacramento Office**  
1500 11<sup>th</sup> Street, Sacramento, CA 95814  
916-653-6814 | [www.sos.ca.gov/business/be](http://www.sos.ca.gov/business/be)

#### **Internal Revenue Service – Santa Rosa Office**

Employee (EIN) or Identification Number  
777 Sonoma Avenue, Santa Rosa, CA 95404  
707-535-3859 | [www.irs.gov](http://www.irs.gov)

### Step 4 – Register a Fictitious Name

If you will be registering your business using a name that is different from your own legal name, such as Doing Business As (DBA), you will need to register the business name with Lake County. This step needs to be completed before obtaining a Business License from the City of Lakeport. Also, public notices announcing your new business name must be posted once per week for four weeks in the local newspaper.

#### **WHO TO CONTACT:**

**Lake County Courthouse – County Clerk’s Office**  
255 N. Forbes Street, Lakeport, CA 95453  
707-263-2311  
[www.lakecountycalifornia.gov/Government/Directory/CountyClerk/FBN.htm](http://www.lakecountycalifornia.gov/Government/Directory/CountyClerk/FBN.htm)

#### **Newspaper of Record**

Lake County Record Bee  
2150 S. Main St., Lakeport, CA 95453  
707-263-5636 | [www.record-bee.com](http://www.record-bee.com)

### Step 5 – Apply for a City of Lakeport Business License

The Business License fee varies depending on the type of business. Home-based businesses are also required to apply for a Home Occupation Permit. The Home Occupation Permit fee is a one-time fee. In addition, businesses located outside the City limits of Lakeport but doing business in the City of Lakeport (such as vendors, consultants and contractors) are required to apply and pay for a business license.

#### **WHO TO CONTACT:**

**City of Lakeport – Community Development Dept.**  
225 Park Street, Lakeport, CA 95453  
707-263-5613 ext. 204 | Fax: 707-263-9413  
[businesslicensing@cityoflakeport.com](mailto:businesslicensing@cityoflakeport.com)

If your business closes, or changes name, ownership, business address, or mailing address you must notify the City in writing (dated and signed) or call our office at 707-263-5613 ext. 204.

*Further information regarding the City of Lakeport Business License Taxes, License and Regulations can be found in the City of Lakeport Municipal Code, Title 5 online at [www.codepublishing.com/CA/Lakeport](http://www.codepublishing.com/CA/Lakeport)*

### Step 6 – Other Permits and Licenses

Your business may require site inspections by the Fire and/or Health Department as part of your application process, depending on your business type and/or if you are making improvements to a building. Also, depending on the type of business, you may be required to obtain permits or license from the following: City, County, State, or federal agencies.

#### **Alarm Permits**

City of Lakeport Police Department  
2025 S. Main Street, Lakeport, CA 95453  
707-263-5491 | [www.lakeportpolice.org](http://www.lakeportpolice.org)

#### **Alcohol Beverage Control (ABC) License**

ABC Lake County – District Office  
50 D Street, Room 130, Santa Rosa, CA 95404  
707-576-2165 | [www.abc.ca.gov](http://www.abc.ca.gov)

#### **Building Permits/Sign Permits**

City of Lakeport - Community Development Dept.  
225 Park Street, Lakeport, CA 95453  
707-263-3056 ext. 204 | [lakeportca.portal.opengov.com](http://lakeportca.portal.opengov.com)

#### **CalGold – Permit Assistance**

Assistance in finding appropriate permit and contact information for various agencies for specific businesses types. | [www.calgold.ca.gov/](http://www.calgold.ca.gov/)

#### **Child Care Center / Family Child Care Home License California Department of Social Services**

Rohnert Park Local Unit  
101 Golf Course Drive, Suite A-230, MS 29-11  
Rohnert Park, CA 94928  
707-588-5026 | Fax: 707-588-5099  
Counties: Lake, Mendocino, Napa, Solano, Sonoma  
[www.cdss.ca.gov](http://www.cdss.ca.gov)

## Other Permits and Licenses Continued

### Agriculture Based Business – Farmers Resources

California Department of Food & Agriculture  
916-654-0466 | [www.cdffa.ca.gov](http://www.cdffa.ca.gov)

### Contractor's License

Contractors State License Board (CSLB)  
800-321-2752 | [www.cslb.ca.gov](http://www.cslb.ca.gov)

### Restaurants, Mobile Food Vendors, and Tattoo Artists

Lake County Environmental Health  
922 Bevins Court, Lakeport, CA 95453  
707-263-1164  
[http://www.lakecountycalifornia.gov/Government/Directory/Environmental\\_Health.htm](http://www.lakecountycalifornia.gov/Government/Directory/Environmental_Health.htm)

### Retail and Wholesale License

California Department of Tax and Fee Administration  
P.O. Box 942879, Sacramento, CA 94279  
800-400-7115 | [www.cdtfa.ca.gov/](http://www.cdtfa.ca.gov/)

## Additional Contacts

### Employment Development Department (EDD)

CareerPoint Lake  
55 First Street, Suite 114  
Lakeport, CA 95453  
707-263-0630 | [www.careerpointnorthbay.org](http://www.careerpointnorthbay.org)

### State Compensation Insurance Fund

P.O. Box 429, Pleasanton, CA 94566  
888-782-8338 | [www.statefundca.com](http://www.statefundca.com)

### State of California

Franchise Tax Board  
800-852-5711 | [www.ftb.ca.gov](http://www.ftb.ca.gov)

### Small Business Loans

State Loan Guarantee Program  
916-442-1729

### Better Business Bureau

1000 Broadway, Suite 625  
Oakland, CA 94607 | [www.goldengatebbb.org](http://www.goldengatebbb.org)

### Department of Consumer Affairs Board of Barbering & Cosmetology

800-952-5210  
<http://www.barbercosmo.ca.gov/>

## For Businesses Outside the City Limits

### Lake County Building & Planning Departments

255 N. Forbes Street, Lakeport, CA 95453  
Building: 707-263-2382 | Planning: 707-263-2221  
[www.lakecountycalifornia.gov/](http://www.lakecountycalifornia.gov/)

### Join a Local Business Association

Get involved with the business community!

### Lakeport Main Street Association

P.O. Box 1032, Lakeport, CA 95453  
707-263-8843 | [info@lakeportmainstreet.com](mailto:info@lakeportmainstreet.com)  
[www.lakeportmainstreet.com](http://www.lakeportmainstreet.com)

### Lake County Chamber of Commerce

875 Lakeport Blvd., Lakeport, CA 95453  
707-263-5092 | Fax 707-263-5104  
[www.lakecochamber.com](http://www.lakecochamber.com)



## Guide to Doing Business in Lakeport



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225 Park Street  
Lakeport, CA 95453  
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[businesslicensing@cityoflakeport.com](mailto:businesslicensing@cityoflakeport.com)