

GUIDE TO OPENING A SMALL BUSINESS IN THE CITY OF SANTA CLARITA





***Congratulations on your decision
to open a business in the
City of Santa Clarita!***



Recently named the best place to do business in Los Angeles, Santa Clarita offers a balanced approach to business that blends future growth and economic prosperity. Sustaining a ***strong and dynamic business community*** is a top priority for the City.

Santa Clarita is ***one of California's top choices for new businesses***, showcasing various advantages such as the City's One-Stop Permit Center and our service-oriented approach to doing business.

Take a look at all that Santa Clarita has to offer and we believe that you will agree the City offers several advantages that will help your business thrive.

We welcome your business.

Ken Striplin
City Manager,
City of Santa Clarita
kstriplin@santa-clarita.com

T A B L E O F C O N T E N T S

Introduction 1

Benefits to Doing Business in Santa Clarita 2-3

Step 1: Naming Your Company or Product 5-7
Information regarding the Fictitious Business Name (FBN) Statement

Step 2: Ways to Structure Your Business 8-9
*Everything you need to know about Proprietorships,
Partnerships and Corporations*

Step 3: Select Your Location 10-12
A look at Commercial Lease Agreements and Zoning Regulations

Step 4: Business Licenses & Permits 13-14
*City of Santa Clarita Licenses & Permits
Los Angeles County Licenses & Permits
Applying for a Business License*

Step 5: Business Taxes 15-18
*Federal Tax
State Taxes*

Step 6: City of Santa Clarita Processes 18-23

Planning
*Zoning
Planning Fees*

Building and Safety 24-30
Building Requirements for your project

Checklist 31

Scenarios 32-35

America's JobCenter of California 36-37

How to Do Business with the City 38-44

Additional Resources 45

Utilities 46

Additional Agency Contacts 47

Definitions 48-50



"Top 20
City Retail
Markets in
California,"
according
to the
California
Retail Survey

Congratulations on your decision to open a business in the City of Santa Clarita. Named the **Most Business Friendly City in Los Angeles County** by the Los Angeles Economic Development Corporation, Santa Clarita is a premier location for you to successfully build your company.

The City of Santa Clarita's business incentives, existing and planned developments, consumer base, and overall quality of life create a solid foundation for you and your company to thrive. The City's annual growth is ranked above the national average, attracting diverse residential and business segments, helping to make Santa Clarita one of the top retail markets in California.

The City of Santa Clarita welcomes business and strives to make the process of doing business within the City as simple as possible. This guide is designed to help you successfully open a small business in the City and encompasses federal, state, county, and city regulations and requirements. We hope you find that the information in this guide expedites processes and provides you with useful information and resources.

B E N E F I T S

**BENEFITS TO DOING BUSINESS
IN SANTA CLARITA**

There are many benefits to doing business in the City of Santa Clarita. Santa Clarita offers a variety of resources to help get your business up and running, as well as several tools to enhance your potential for success.

In addition to being a premier place to conduct business and relocate employees, Santa Clarita is a great place to live, has a strong workforce and is a highly desirable location to move to. Santa Clarita's miles of recreational trails, thousands of acres of open space and parkland, distinguished schools, as well as community-related events, all contribute to Santa Clarita's high quality of life, which leads to motivated employees and families, and ultimately, successful business practices. The following are just a few of the benefits of doing business in the City of Santa Clarita:

- No Business License Fees
- No Utility Users Tax
- No Gross Receipts Tax
- No Payroll Tax
- Recycling Market Development Zone
- Use Tax Rebate Program
- Foreign Trade Zone
- The City offers free recruitment and employment services for businesses at the America's JobCenter of California located at College of the Canyons University Center
- No paid parking garages or paid street parking leading to lower overall costs of doing business and consumer convenience
- The City offers a one-stop permit center to help guide businesses through the City permit process
- "Most Business Friendly City in Los Angeles County" (Los Angeles Economic Development Corporation)
- One of the Top Retail Markets in California (California Retail Survey)
- Best City for Industrial Development (Los Angeles Business Journal)

B E N E F I T S

The cost of doing business in Santa Clarita is among the lowest when compared to other cities within Los Angeles County. The following chart identifies Santa Clarita's low Property Tax rates, no Utility Tax rates, and several benefits in comparison to neighboring cities such as Burbank, Palmdale, Pasadena, and Glendale, among others.

Santa Clarita is ranked as Low Cost (\$\$) compared to the Cities of Los Angeles and Pasadena which are both ranked as Very High Cost (\$\$\$\$).

| 2013 Cost of Doing Business | | | | | | |
|-----------------------------------|---|---------------------------|--------------------------------------|--|---|--------------------|
| | Santa Clarita (\$\$) | Burbank (\$\$\$\$) | Glendale (\$\$\$\$) | Lancaster (\$\$) | Pasadena (\$\$\$\$) | Ventura (\$\$\$\$) |
| Tax Rates | | | | | | |
| Electric | 0% | 7% | 7% | 0% | 7.67% | 5% |
| Telephone | 0% | 7% | 7% | 0% | 8.28% | 5% |
| Cellular | 0% | 7% | 0% | 0% | 8.28% | 5% |
| Gas | 0% | 7% | 7% | 0% | 7.90% | 5% |
| Water | 0% | 0% | 7% | 0% | 7.67% | 0% |
| Cable | 0% | 0% | 7% | 0% | 9.40% | 0% |
| Sales Tax | 8.75% | 8.75% | 8.75% | 8.75% | 8.75% | 7.25% |
| Est. Ad Valorem Property Tax Rate | 1.215881% | 1.089177% | 1.073731% | 1.207101% | 1.134456% | 1.125100% |
| Business License Taxes | None | Employee/General Business | None | Employee | Employee/General Business | Gross Receipts |
| Incentives | | | | | | |
| Business Improvement Districts | Tourism Marketing District | Downtown Burbank | Montrose Shopping Park; Adams Square | Parking and Business Improvement District | Old Pasadena; South Lake Avenue; Playhouse District | None |
| Recycling Market Development Zone | YES | None | None | None | None | None |
| Foreign Trade Zone | YES | None | None | YES (in application for zone expansion) | None | None |
| Other Business or Incentive Zones | Mello-Roos; Landscape; Lighting; Open Space | Landscape; Lighting | None | Separate Air Quality Management District; Mello-Roos | Local Enterprise Zone; Technology District | None |
| Redevelopment Project Areas/TIFS | N/A | N/A | N/A | N/A | N/A | N/A |

Source: Kosmont-Rose Institute, 2013 Cost of Doing Business



DR. IRANI, DDS

[4]

STEP 1: NAMING YOUR COMPANY OR PRODUCT

Fictitious Business Name (FBN) Statement

Naming your business is an important decision. All enterprises within Los Angeles County that operate a business for-profit are required to do so under a fictitious name. A fictitious name must be filed within forty (40) days from the first business transaction.

The name chosen must not be previously taken by an existing company. Business and Professional Code 17918 specifies that “No person transacting business under a fictitious business name contrary to the provisions of this chapter, or his assignee, may maintain any action upon or on account of any contract made, or transaction had, in the fictitious business name in any court of this state until the fictitious business name statement has been executed, filed, and published as required by this chapter.”

What is a Fictitious Name?

The fictitious name, or trade name, is defined in the California Business & Professions Code (Sections 17900-17930) as:

- In the case of an individual: a name that does not include the surname of the individual, or a name that suggests the existence of additional owners
- With partnerships or other associations of persons not on file with the Secretary of State as a domestic or limited partnership: a name that does not include the surname of each general partner, or a name that suggests the existence of additional owners
- With a corporation: any name other than the corporate name stated in its Articles of Incorporations
- With a domestic or foreign limited partnership filed with the Secretary of State: any name other than the name of the limited partnership as on file with the Secretary of State.

[5]

Filing the Fictitious Business Name Statement (FBN)

Check the online database from the County Clerk’s Office at lavote.net to ensure that the proposed name for your new business is not already in use

Complete the Fictitious Business Name Statement, available from the County Clerk’s Office or via the Clerk’s Office website: lavote.net

Make sure that the County Clerk’s Office certifies one copy of the Statement and returns it to you

Within 30 days of the last publishing date, you must file an affidavit of publication of the notice with the County Clerk’s Office

For additional information regarding filing, or to file in person please visit one of the following Registrar-Recorder Branches:

Main Office
12400 Imperial Highway,
Norwalk, CA 90650
(562) 462-2117

Satellite Locations:

Van Nuys District Office
14340 W. Sylvan Street
Van Nuys, CA 91401
(818) 376-3777



LAX District Office
11701 S. La Cienega Boulevard
6th Floor
Los Angeles, CA 90045
(310) 727-6142

Lancaster District Office
44509 16th Street West
Lancaster, CA 93534
(661) 945-6446

To file a FBN via regular mail, please send to:
Business Filing & Registration
P.O. Box 1208
Norwalk, CA 90651-1208
(562) 462-2177



Filing Fees & Publication

The FBN statement is valid for five (5) years.

The first-time filing fee for the FBN Statement is \$26 for one business name and up to two registrants. An additional fee of \$5 per registrant will be applied for subsequent registrants. The fee for renewal is \$26. Fees are subject to change without notice.

FBN Publication

State law requires that within 30 days the registrant publish a statement in a newspaper of general circulation in the county in which the principal place of business is located for the duration of once a week for four successive weeks. The following is a suggested list of publications that circulate within the Santa Clarita Valley and neighboring cities.

The Signal
24000 Creekside Road
Santa Clarita, CA 91355
(661) 259-1234
SignalSCV.com

Los Angeles Daily News
21860 Burbank Boulevard,
Suite 200
Woodland Hills, CA 91367
(818) 713-3000
DailyNews.com

Los Angeles Times
201 W. 1st Street
Los Angeles, CA 90012
(213) 237-5000
LATimes.com

STEP 2: WAYS TO STRUCTURE YOUR BUSINESS

Determine the best structure for your business and file necessary paperwork. Five common business structures include:

Sole Proprietorship

A sole proprietorship is the sole owner of a business. He or she is personally liable for all debts and obligations of the business. There is no distinction between the owner as an individual and his or her role as the sole proprietor of the business.

General Partnership

General partners have unlimited liability, so their personal assets may be used to pay partnership debts. Generally, the various partners comprise an agreement that identifies the partners' roles in the company as well as action in the case of bankruptcy or a buy-out situation.

Limited Partnership

Limited partners have limited liability, which means that their losses cannot exceed their initial investment. Partners in this type of company are legally unable to have an active role in the business. If you choose to establish this type of business, you must apply for a Certificate of Limited Partnership (LP-1) with the Secretary of State's Office. Additional information can be found by contacting:

Secretary of State

Document Filing Support
 P.O. Box 944225
 Sacramento, CA 94244-2250
 (916) 657-5448
 SOS.CA.gov

Limited Liability Company

A Limited Liability Company (LLC) functions similarly to a partnership and acquires benefits correspondingly to that of corporations. To function as an LLC, you must file an LLC-1 form with the Secretary of State's Office:



CINEMA PROFESSIONAL CENTER

Secretary of State

Document Filing Support
 P.O. Box 944228
 Sacramento, CA 94244-2280
 (916) 657-5448
 SOS.CA.gov

Corporation

The State recognizes a corporation as a legal entity, separate from individual managers, that is legally able to enter into contracts, incurs debt, pay taxes, etc. Additionally, there are several tax advantages to incorporating.

To register as a corporation, you must file with the state of California:

Secretary of State

Document Filing Support
 P.O. Box 244260
 Sacramento, CA 94244-2600
 (916) 657-5448
 SOS.CA.gov

Santa Clarita
 is recognized
 as an
 "American
 City of
 the Future" –
 fDi Magazine,
 2011

STEP 3: SELECT YOUR LOCATION

Choosing the location for your business is one of the most important decisions for the success and sustainability of your business. Consider the following when choosing your location:

- Be sure that the location is properly zoned for your business type
- If you find a location that is not zoned for your specific use you may need to apply for a Minor Use Permit or a Conditional Use Permit that will be reviewed by City staff or the Planning Commission to determine if your business is suitable for the location (see Step 6 for additional information on zoning)
- Be sure that the construction of your business is appropriate for your intended use (e.g. a building constructed as a warehouse might not be suitable for businesses with certain occupancies such as a day care or restaurant)
- Evaluate any potential CC&R's for the location
- Pick a location that is convenient for you AND your potential customers
- Identify your target market
- Understand your community and how your business fits in
- Identify and locate potential competitors
- Consider the size and cost of commercial space
- Inquire about future-planned development in the area



NEWHALL REFINERY

Covenants, Conditions and Restrictions (CC&R's)

Properties located within certain business centers in Santa Clarita may contain CC&R's that impact how business is conducted. When choosing your location, contact the property developer/owner and ask about potential CC&R's for the property you are considering. Current locations that institute CC&R's are the Valencia Industrial Center, Westfield Valencia Town Center, the Valencia Auto Mall (Newhall Land developments) and Centre Pointe Business Park (Spirit Properties development). To identify current CC&R's for specific properties located in the above, please contact:

Newhall Land

25124 Springfield Court, 3rd Floor
Santa Clarita, CA 91355
(661) 255-4000
Newhall.com

Spirit Properties

21070 Centre Pointe Parkway
Santa Clarita, CA 91350
(661) 259-5606

Commercial Lease Agreements

While determining which space is appropriate for your company consider the following when discussing lease agreements:

- DO analyze the effective rate for the entirety of the lease agreement
- DO ensure that the premises is adequate for your business and its projected growth during the term of the lease agreement
- DO make certain that the obligations to pay monthly rent do not begin until the tenant improvements (TI's) are complete, and a Certificate of Occupancy (C of O) has been issued by the City of Santa Clarita Building and Safety Division
- DO review the lease agreement to determine whether the tenant or the landlord has the burden of assuring that the premises comply with all applicable laws
- DO NOT accept responsibility for compliance with laws unless the landlord warrants that the building is in compliance with all presently existing laws, and your responsibility for compliance with future laws is limited to items required solely due to the tenant's particular use of the premises.



Zoning Regulations

Before signing a lease agreement, purchasing property, or moving into a location, contact and coordinate with the City of Santa Clarita Planning Division to determine the correct zoning for your business. (See Step 6 for additional information regarding zoning)

Finding Locations

The City of Santa Clarita’s Economic Development Division and the Santa Clarita Valley Economic Development Corporation are great resources to assist you in finding appropriate locations for your business. For additional information, please contact:

Economic Development Division
 23920 Valencia Boulevard, Suite 100
 Santa Clarita, CA 91355
 (661) 255-4347
 ThinkSantaClarita.com

Santa Clarita Valley Economic Development Corporation
 26455 Rockwell Canyon Road, Suite 263
 Santa Clarita, CA 91355
 (661) 288-4400
 SCVEDC.org

STEP 4: BUSINESS LICENSES & PERMITS

City of Santa Clarita Licenses & Permits

The City of Santa Clarita does not issue nor require business licenses or business permits for businesses operating in Santa Clarita.

Los Angeles County Licenses & Permits

A business permit is ONLY required within the City of Santa Clarita if the business is subject to Los Angeles County health or safety regulations. There are an estimated 125 business types that require a business license from the County of Los Angeles. These include but are not limited to: restaurants, fitness gyms, beauty salons, heavy equipment rental yards, gas stations, bakeries, etc. A complete list of categories requiring a license is available at a Los Angeles County Business License Office or online at lacounty.gov.

Applying for a Business License

Applications may be filed in person at any Business License Office of the Treasurer and Tax Collector. With the application include the following:

- References
- Photographs
- Fingerprints
- Documents
- Proof of Insurance
- Any additional special forms

A non-refundable fee will be collected at the time a business license application is filed.

Business License Offices

Main Office

Treasurer and Tax Collector
 225 N. Hill Street Room 109
 Los Angeles, CA 90012
 (213) 974-2011

Santa Clarita Office

23757 Valencia Boulevard
 Santa Clarita, CA 91355
 (661) 253-7342

Lancaster Office

335A East Avenue K-6
 Lancaster, CA 93535
 (661) 723-4492

Health & Food Permits

Los Angeles County administers health and food permits, hazardous waste regulations, and other pollution regulations for businesses within the County of Los Angeles. For additional information and assistance in determining if you are required to obtain additional permits, contact:

Main Office

Treasurer and Tax Collector
 225 N. Hill Street
 Los Angeles, CA 90012
 (213) 974-2011

Santa Clarita Office

23757 Valencia Boulevard
 Santa Clarita, CA 91355
 (661) 253-7342

Alcohol Permit

If you are operating a restaurant that serves alcohol or opening a liquor store, a liquor license is required. Contact the California Department of Alcoholic Beverage Control at (818) 901-5017.

Additional Permits and Licenses

Many businesses require additional permits and licenses for various and specific business functions and circumstances within certain trades. The State of California has set up a website to better assist you in determining which permits and licenses are needed for particular types of businesses. Visit CALGOLD.ca.gov for additional information and a categorized list of required permits and licenses.



MA MAISON

STEP 5: BUSINESS TAXES

Before commencing business, you may need to obtain external licenses and permits that indicate your intention to pay taxes as required by federal, state, and/or local government. The following indicates general taxations required by most businesses.

Federal Tax

If your business employs workers, an Employer Identification Number (EIN) is required. Commonly referred to as a Federal Tax ID, an EIN enables the business owner to withhold income taxes from employees' paychecks, as well as to identify business entities. To determine if your business requires an EIN, visit IRS.gov. Should your business warrant an EIN, applications (Form SS-4) are available at the following:

- Online: IRS.gov
- Via telephone: (800) 829-4933
- Via facsimile: (859) 669-5760

STATE TAXES

Like the federal government, the State of California also requires businesses to pay several types of taxes, which requires you to apply for specific permits.

Seller's Permit

A seller's permit is required if the business owner will be purchasing and reselling items. You must obtain a seller's permit if you conduct business in California and intend to sell or lease tangible personal property that is subject to sales tax, or if you will make sales temporarily (e.g. seasonal store, fireworks booth, retail boutique).

State Board of Equalization

In order to pay state-required taxes, the State Board of Equalization must be contacted to administer a tax assessment, acquire a seller's permit, as well as pay a deposit to the state before business commences. For specific information regarding requirements for your business or to apply for a seller's permit, call (800) 400-7115, visit BOE.ca.gov, or contact a local field office listed below:

| | | |
|--|--|---|
| Santa Clarita | Van Nuys | Ventura |
| 25360 Magic Mountain Parkway Suite 330 Santa Clarita, CA 91355 (661) 222-6000 | 15350 Sherman Way Suite 250 Van Nuys, CA 91406 (818) 904-2300 | 4820 McGrath Street Suite 260 Ventura, CA 93003 (805) 677-2700 |

Employment Development Department (EDD)

The Employment Development Department (EDD) assists California business owners with potential labor needs including collecting employment taxes, administering unemployment and disability insurance, personal income tax withholding, etc. For additional information about the EDD, visit EDD.CA.gov.

Main Office

Employee Development Department
800 Capital Mall, MIC 83
Sacramento, CA 95814



CRUZ'S BRIDAL

Franchise Tax Board

The Franchise Tax Board administers the franchise tax and net income tax from banks and corporations, and the personal income tax from individuals, proprietorships, and partnerships. If your business employs only the owner(s), contact the Franchise Tax Board for state withholding information and corporation state taxes information. If the business is structured as a corporation or a LLC/LLP, contact the Franchise Tax Board regarding minimum tax requirements.

The Franchise Tax Board

Los Angeles Field Office
300 S. Spring Street, Suite 5704
Los Angeles, CA 90013
(800) 852-5711
FTB.ca.gov

STEP 5

Corporations and Partnerships

If you are forming a corporation or partnership in California, you are required to register your business with the Secretary of State Office in Sacramento.

For more information, fees and additional procedures contact:

Secretary of State

Business Programs
1500 11th Street,
2nd Floor
Sacramento, CA 95814
(916) 653-3595
SOS.CA.gov

The Secretary of State Office also regulates notary public licensing.

For further information, contact:

Secretary of State

Notary Public Division
1500 11th J Street
Sacramento, CA 95814
(916) 653-3595



EL TROCADERO RESTAURANT

STEP 6: CITY OF SANTA CLARITA PROCESSES

The City of Santa Clarita requires businesses to comply with zoning and building codes. City staff is here to help through the step-by-step process to ensure that businesses comply with City standards.

ePlans

You can electronically submit development-related plans and documents to the City for plan/project review. Our ePlans system significantly reduces the need to print, drive and drop off multiple copies of paper plans to City Hall, allowing City staff to comment, review, “redline,” and return plans

STEP 6

to applicants electronically. For more information, please refer to the City’s website at santa-clarita.com/eplans or call the ePlans hotline at (661) 284-1434.

One-Stop Permit Center

The City’s One-Stop Permit Center is located on the first floor of City Hall in suite 140. This is your location for all building and safety, engineering and planning needs. Providing applicants with a central place to obtain development permits, the One-Stop Permit Center makes applying for and obtaining permits simple.

Ombudsman Program

Business owners may request that a city staff member be assigned for guidance through the development process. Contact the Economic Development Office at (661) 255-4347 for more information.

PLANNING

The Planning Division is primarily responsible for the implementation of the City’s General Plan, the Subdivision Map Act and the California Environmental Quality Act within the Planning Area. The Division coordinates its efforts with the participation of other City Departments and affected outside agencies, in order to be responsive to the development needs of residents and businesses.

The City’s Planning Division oversees a variety of activities including the review of land use proposals, environmental assessment and mitigation; preparation of plans, policies, resolutions and ordinances implementing the General Plan; annexation of unincorporated areas within the City’s Planning Area; and coordination with other jurisdictions and agencies on local and regional planning issues.

During the process of starting your business, you will need to work with the City of Santa Clarita Planning Division to discuss various aspects including architectural requirements, various permits, plan checks, zoning, etc.

Zoning

Contact the Planning Division to determine the correct zoning for your business location before signing any leases, purchasing any property, or moving in. Every business must meet zoning requirements and restrictions to ensure that its business category and site are compatible. The Planning Division also has specific parking requirements that must be adhered to by the new tenant in order for tenant improvements to be approved.

Certain businesses may require a Conditional Use Permit (CUP) or a Minor Use Permit (MUP) from the City before opening. Application and issuance of a CUP is typically a six month process in which all types of impacts are studied and are then subject to Planning Commission approval or denial. Uses that require a CUP would be a bar or a tattoo parlor etc. Application and issuance of a MUP can take as little as 90 days and typically does not require approval by the Planning Commission. An instructional school in commercial and business park zones would require a MUP. In some instances, if the proposed use is opposed by other businesses or residents, businesses have the opportunity to be heard before the City’s hearing officer. In the rare case that the City’s hearing officer and the appealing party cannot come to a consensus, the appealing party does have the ability, for a fee, to request a hearing before the Planning Commission.

One-Stop Review

A One Stop Review is for projects taken in by Planning Division staff and informally reviewed by the various divisions within the City of Santa Clarita and other government agencies. The purpose of the One Stop Review process is to provide applicants with preliminary feedback for projects at a reduced fee in order to provide applicants with an idea of issues that may exist with their proposal, prior to a formal entitlement submittal. This process does not result in any project approvals and is only informational in nature. Also, upon formal submittal, the applicant will receive a credit to their entitlement fees equal to the cost of the One Stop review.

Home-based Business

Businesses conducted out of a residence require a home occupation permit from the Planning Division. Certain types of businesses are not allowed to operate out of a home. The home occupation permit does not allow for company vehicles or for clients to be on the premises. It is for home office use only.



CHARMAINE’S FLORIST

Sign Ordinance

To maintain consistency within the City, the City of Santa Clarita has a sign ordinance that specifies logistics for commercial business signs within the City. Signage requirements are determined and based on a variety of factors including proximity to the highway and or residences, business location (e.g. industrial center, single building, shopping center), zoning, etc. Select shopping centers have “sign programs” specific to their property. Please check with the Planning Division or your landlord if you have a specific sign program for your shopping center.

The Planning Division also reviews sign permits, parking regulations, variances, and zone changes. You can obtain your property’s zoning information using the City’s online interactive maps, or calling or visiting the public counter at City Hall.

For additional information, please contact the Planning Division:

Planning Division

23920 Valencia Blvd., Suite 140
 Santa Clarita, CA 91355
 (661) 255-4330
 santa-clarita.com

S T E P 6

Planning Fees

Following is a list of fees and services offered by the Planning Division.

| | |
|---|---------------------------------------|
| Administrative Development Review Permit | \$750 |
| Cottage Food..... | \$86 |
| Annexation Processing | \$25,000 |
| Appeals to Planning Commission | \$3,041 |
| Appeals to City Council..... | \$2,779 |
| <i>within 500 ft of project 50% of cost for appeal to CC</i> | |
| Architectural Design Review | \$1,067 plus any outside costs |
| Conditional Use Permit | \$6,304 per application |
| Condominium Conversion Review | \$48 per unit |
| Development Agreement | \$22,000 |
| <i>deposit to be used for staff hours, attorney costs or contract costs</i> | |
| Development Review (Site Plan Review) | \$4,688 per application |
| Environmental Impact Report | \$40,280 |
| <i>or 10% of contract value, whichever is higher</i> | |
| <i>or \$40,000 deposit with charges at the fully allocated hourly rates</i> | |
| <i>for all personnel involved as determined by staff</i> | |
| General Plan Amendment (GPA)..... | \$17,884 |
| <i>deposit to be used for staff hours</i> | |
| Zone Change..... | \$19,702 |
| Zone Change with GPA..... | \$29,077 |
| Hillside Development Review..... | \$3,031 per application |
| Ridgeline Alteration Permit | \$9,707 |
| Home Occupation Permit | \$50 per application |
| Initial Study | \$2,291 per application |
| <i>plus any consultant cost if additional studies required</i> | |
| Landscape Plan Check & Inspection | \$911 per application |
| Expedite Landscape Plan Check | 30% of the Surcharge |

[22]

S T E P 6

| | |
|--|---|
| Minor Use Permit | \$2,447 per application |
| Mitigation Monitoring | Varies staff hours + consultant costs |
| Oak Tree Permit | |
| Trimming | \$141 |
| Encroachments and Retroactive Trimmings | \$720 |
| Removal of 1-3 trees or 1-5 on existing SFR | \$720 |
| Removal of 4+ trees, or 6+ on existing SFR, or any Heritage Oak | \$2,225 |
| <i>***plus staff charges for Oak Tree Specialist time over 1 hour</i> | |
| Preliminary Plan "One Stop" Review..... | \$1,289 per application |
| <i>fee credited toward other processing fees if project goes forward</i> | |
| Sign Review | \$916 per application |
| Sign Variance | \$1,803 |
| Temporary Banner Permit | \$81 |
| Temporary Use Permit Review | |
| Standard..... | \$312 per application |
| Extended | \$1,883 per application |
| Tentative Parcel Map..... | \$13,625 per application |
| Revision | 30% of original fee |
| Tentative Tract Map | |
| 1-24 lots | \$18,957 |
| 25+ lots | \$18,957 + \$219 each additional lot |
| Revision | 30% of original fee |
| Time Extension | \$186 |
| Variance Review | |
| Adjustment | \$1,162 per application |
| Variance | \$5,599 per application |
| Zoning Letter | \$136 per letter |
| <i>**All fees updated annually. (Fees Current as of 2015)</i> | |

[23]

Questions?
Contact
the City of
Santa Clarita
Economic
Development
Division at
(661)
255-4347

BUILDING AND SAFETY/LOS ANGELES COUNTY FIRE DEPARTMENT

Building Requirements for your project

The Building and Safety Division can provide you with specific construction and building code requirements for your business as well as a list of other agencies that may need to review and approve your business as part of the permit issuance and construction process.

In most circumstances, the Los Angeles County Fire Department will need to approve plans for construction and tenant improvements. The City's Building and Safety division will direct you to the regional Los Angeles County Fire Prevention Office for plan approval if required:

Los Angeles County Fire Prevention Office

23757 Valencia Boulevard
 Santa Clarita, CA 91355
 (661) 286-8821

If you are going to alter an existing space or building in any way including moving or adding new walls, new electrical or plumbing fixtures, or new heating or air conditioning, a building permit will be required for the proposed work. This is commonly referred to as a tenant improvement (TI). Architectural plans and drawings showing the proposed work will be needed in order to issue a permit for a tenant improvement.



VALENCIA INDUSTRIAL CENTER



EGG PLANTATION RESTAURANT

If you are moving into an existing building, it is important to verify that the building is suitable for your specific type of business. Some business uses may not be allowed in certain types of buildings under the provisions of the California Building Code. Building and Safety can help make this determination for you.

Example:

A medical office recently vacated the second floor of a wood-framed office building. A charter school has signed a five-year lease to occupy the space. The Building Code does not permit an educational use on the second floor of a wood-framed building. It would be important to consider this prior signing the lease.

For additional information regarding building processes please contact the City of Santa Clarita Building and Safety Division at:

City of Santa Clarita Building and Safety

23920 Valencia Boulevard, Suite 140
 Santa Clarita, CA 91355
 (661) 255-4935
 santa-clarita.com

Questions?

Contact

the City of

Santa Clarita

Building

and Safety

Division at

(661)

255-4935



PULCHELLA WINERY

BUILDING AND SAFETY PERMIT PROCESS

Steps to designing and constructing your project

There are four basic steps to successfully complete the construction of your project through the Building and Safety Division:

- Preparation of Plans**
- Plans Submittal**
- Permit Issuance and Construction**
- Final Approvals and Occupancy**

Step #1 – Preparation of Plans

Hire a design professional experienced with your type of project to draw your plans.

Your project can be most successful when it is prepared by a design professional who is experienced in designing projects similar in type, size, and scope to your envisioned project.

In most cases, professionally prepared plans will produce a better project through more efficient design and often result in significant time and cost savings during construction.

- **New buildings:** Under State law, an architect and/or engineer licensed to practice in California is required to prepare plans and drawings for most new buildings. Plans should include drawings and details that clearly show the building’s structural, mechanical, electrical, and plumbing systems.
- **Existing buildings:** For alterations, additions, or improvements to existing buildings, an architect and/or engineer may be required to prepare the drawings depending on the size, scope, and complexity of the project.
- **Small projects:** Unlicensed designers who are familiar with conventional drafting practices and building code requirements, in certain instances, may prepare construction drawings for projects such as simple tenant improvements or small one-story accessory buildings. Building and Safety will make this determination.
- **Agency clearances:** Building and Safety can help identify other City, County, or local agencies that must review and clear your project for construction. It is important to contact agencies early in the process to determine what requirements they may have for your project to avoid additional time delays during the permit process.



VALENCIA PRODUCTION PARTNERS

[28]

- **Preparation of reports and calculations:** Building and Safety along with your architect, engineer, or designer will determine what types of reports and calculations are necessary for your project. Depending on the type, size, and scope of the project, these may include a soils report, structural, energy, and truss calculations, and other similar documents. These reports are an important part of the design and approval process to ensure the work is safe and conforms to all code requirements.

Step #2 – Plans Submittal

Once your plans and calculations are complete they are now ready to submit to the City for review. This process is commonly referred to as “**Plan Check**” or “**Plan Review**” and is intended to identify and correct any potential design deficiencies or construction problems before construction begins. It also ensures that the design is consistent with acceptable engineering and design practices and meets or exceeds the minimum safety standards for buildings as established by State and local building codes.

Plan Check requirements for submittal:

1. Plans may be submitted at the Permit Center or online via ePlans
2. One copy of all required reports and calculations
3. Completed application

Step 2:

Submit

Plans

Step 3:

Begin

Construction

4. Clearance from the City’s Planning Division and Engineering Division
5. Plan Check fees based on the valuation of the project as determined by size, use, quality, and scope of project

After Building and Safety staff have reviewed the plans for compliance with all State and local codes, the architect or designer will be notified of any final revisions to the plans and calculations as a result of the Plan Check process. A building permit cannot be issued by the City until the plans have been reviewed and approved by Building and Safety staff and other applicable agencies.

Step # 3 – Permit Issuance and Construction

Once plans have been approved by the plan reviewer and stamped by the appropriate agencies, a building permit can be issued. Two approved sets of plans and calculations with appropriate agency clearance stamps will be needed to issue the permit.

Under California law, a building permit can only be issued to a licensed contractor or to the owner of the property. A permit issued to the property owner is referred to as an ‘owner/builder’ permit. Workers’ compensation insurance must be provided and maintained throughout construction under the provisions of State law.

Permit fees and other associated fees are collected at the time the permit is issued. These fees are generally based on the valuation or size of the project.

Once the permit has been issued you are now legally authorized to begin construction of your project. Prior to actually “breaking ground,” it is recommended to schedule a pre-construction meeting with the City building inspector and your construction team to review the City’s inspection and construction requirements.

[29]

B U I L D I N G A N D S A F E T Y

During construction, it is important to request the necessary building inspections to ensure the work meets all code requirements. These inspections include a review of each phase of construction by a City building inspector to ensure all work conforms to the approved plans, State and local codes, and acceptable standards of construction.



The City does not automatically perform inspections. It is the responsibility of the owner or contractor to request the necessary inspections. Inspections can be requested 24-hours a day by using the “inspection hotline” (661) 286-4097 or they can be scheduled on the City’s website at santa-clarita.com.

Step #4 – Final Approvals and Occupancy

When your project is nearly complete it is important to contact all agencies that have been involved with your project to request a final sign-off. Generally, this would include the City’s Planning, Engineering and Environmental Services Divisions as well as Los Angeles County agencies such as Fire Prevention and Environmental Health.

Final Inspection by the City

Your building inspector will identify any outstanding building code requirements prior to completion of your project. Make sure all work has been completed and all reports and other paperwork have been submitted to your building inspector prior to requesting the final inspection.

Once construction has been completed, inspected, and approved for occupancy by the building inspector, the City will issue a Certificate of Occupancy for your project. This is the final step in the construction process and signifies your project is complete and meets the provisions of State and local codes.

B U I L D I N G A N D S A F E T Y

The **Certificate of Occupancy** is a legal document that authorizes you to occupy your new building or business space. It represents a lot of hard work and indicates you can now legally open your door for business. Congratulations on this important accomplishment.

Checklist

The following checklist will help guide you in the process of opening your own small business, as well as act as an additional aid to help anticipate ‘next steps’ in the process.

- Name your company and file for an FBN with Los Angeles County
- Legalize your business structure
- Select a location and consider potential zoning issues that may arise
- Contact the City of Santa Clarita to determine next steps
- Hire a design professional to draw initial plans or Tenant Improvements (TI’s) if needed
- Contact the appropriate agencies to initiate required license and permitting processes
- Obtain necessary reports and tables (e.g. environmental or geological)
- Submit plans to Building and Safety for plan check, potential revisions and finalization
- Pull building permits and request necessary building inspections
- Start construction
- Contact appropriate agencies for final sign-off
- Finish any outstanding construction and schedule final building inspections
- Apply for a business license, if necessary, for your type of business
- Apply for a Certificate of Occupancy



DR. PEDRAM SOLEIMANI

Scenarios

The following scenarios have been prepared to present many realistic examples of businesses looking to open in the City of Santa Clarita. Please note that these scenarios are only illustrations to help aid you in the process of opening a business and should not be used as a basis to create your company as each individual circumstance is unique.

Scenario #1: Annie’s Clothing Store

Annie is opening a small clothing boutique in a commercial space that is located within a shopping center and is zoned for commercial retail usage. Annie will sell women’s clothing and will need 3-4 employees. She will need to make changes to the layout of the space, which may require TI’s. Annie needs to complete the following steps before opening her business:

[32]

- Choose a company name and file an FBN Statement with the County Clerk
- Select a location within a shopping center that is zoned for commercial retail use
- Check on CC&R’s for the location and ensure that the shop will be able to meet any requirements
- Acquire an EIN from the Federal government
- Apply for a Seller’s Permit with the State Board of Equalization
- Visit CALGOLD to see if any additional permits or licenses are needed
- Consider contacting the Employment Development Department (EDD) to aid in proper employee withholdings
- Apply for a Santa Clarita Tenant Improvement (TI) permit
- Have an architect draw plans for TI’s
- Submit drawings to the City of Santa Clarita for review
- Upon City approval, start construction and schedule necessary final inspections
- Obtain a Certificate of Occupancy from the City



[33]

Scenario #2: Tom’s Tax & Accounting

Tom is a licensed CPA that would like to operate a Limited Liability Company, and set his tax and accounting firm in his home. Before Tom begins, here is snapshot of what he needs to get started:

- Choose a company name and file an FBN Statement with the County Clerk
- Acquire a Home Occupation Permit from the City
- Register LLC with the Secretary of State
- Acquire an EIN from the Federal government
- Apply for a Seller’s Permit with the State Board of Equalization
- Visit CALGOLD to see if you need any additional permits or licenses
- Consider contacting the Employment Development Department (EDD) to aid in proper employee withholdings

Inspection
 appointments
 can be made
 24-hours a
 day by
 calling the
 Inspection
 Request
 hotline at
 (661)
 286-4097

Scenario #3: Move-In Ready Medical

Ava recently purchased a small one-story building and the medical practice it houses, which includes patient treatment as well as a small retail section selling various supplements and wellness items. Since the space is move-in ready she will not have to make any improvements other than installing a new sign. Ava will be hiring additional employees to assist her in the office. Since she is changing the name of the practice and is taking over as a sole proprietor, she will have to do the following:

- Choose a company name and file an FBN Statement with the County Clerk
- Obtain a business license from Los Angeles County
- Acquire an EIN from the Federal government
- Schedule an inspection with the Los Angeles County fire department to ensure that the building complies with current codes
- Schedule an inspection with the City's Building and Safety Division to ensure that the building complies with current codes.
- Work with the City's Planning Division to obtain approval for new sign
- Check CALGOLD to see if any additional permits are required
- Apply for a Seller's Permit with the State Board of Equalization
- Contact the Los Angeles County Health Department to obtain proper health permits
- Contact Los Angeles County regarding Hazardous Waste regulations
- Acquire a Certificate of Occupancy
- Consider contacting the Employment Development Department (EDD) to aid in proper employee withholdings

[34]

Scenario #4: Ryan and Chris' Wine Lounge

Ryan and Chris would like to create a partnership to open a wine lounge and storage facility. They will need to hire several employees to help manage the facility. They would like to sell wines and hors d'oeuvres, and host live entertainment. Since they will be storing lots of wine, they would like to find a warehouse space that can be converted to a wine cellar as well as a lounge. Before Ryan and Chris open their doors they have a lot of work to do starting with the following:

- Choose a company name and file an FBN Statement with the County Clerk
- Select a location (per scenario in industrial space)
- Have an architect prepare drawings for improvements
- Apply for a Conditional Use Permit for major improvements in a facility zoned for different usage
- Submit drawings to Planning for review
- Check on turn-around time for plan review as they may need to be reviewed and approved by the Planning and Building and Safety
- Provide plans to Building and Safety for plan check
- Upon City approval, start construction and schedule necessary final inspections
- Schedule an inspection with the Los Angeles County Fire Department
- Register the partnership with the Secretary of State
- Obtain a business license from Los Angeles County
- Acquire an EIN from the Federal government
- Apply for a Seller's Permit with the State Board of Equalization
- Contact the Los Angeles County Health Department to obtain proper health permits
- Obtain liquor license
- Visit CALGOLD to see if any additional permits or licenses are needed
- Consider contacting the Employment Development Department (EDD) to aid in proper employee withholdings
- Obtain a Certificate of Occupancy from Building and Safety

[35]



The America's JobCenter of California (AJCC), formerly the WorkSource Center, is a service-based center that offers free services to connect job seekers and employers by enabling local businesses to post available positions and select from a qualified candidate pool, as well as providing job seekers with the necessary tools to search and prepare for employment opportunities.

Businesses benefit from the ability to advertise available positions within their company via the AJCC online database accessible to hundreds of potential candidates, as well as availability of AJCC conference rooms to conduct individual or group interviews, and opportunities to obtain additional information about money-saving programs. Accelerating the hiring process, the AJCC also offers pre-screening services to ensure access to a well-qualified pool of candidates.

A one-stop for job seekers, the AJCC offers unemployed or underemployed individuals the opportunity to search for available positions by giving them access to necessary communications tools such as internet accessible computers, phones, fax machines and more to inquire about employment opportunities. Additionally, the AJCC offers a variety of training courses and workshops designed to prepare individuals for new employment including interviewing techniques, résumé creation, cover letter writing, and more.



WOLF CREEK RESTAURANT

All services at the AJCC are offered to businesses and job seekers FREE of charge. To learn more about the AJCC and available services, please contact the AJCC center.

**America's JobCenter of California
at College of the Canyons
University Center**
26455 Rockwell Canyon Road,
Suite 250
Santa Clarita, CA 91355
(661) 799-WORK (9675)
WorkSantaClarita.com

Looking
to hire new
employees?
Contact the
America's
JobCenter
of California
for free
recruitment
services
at (661)
799-9675

How to Do Business with the City

The purpose of this section is to explain how a supplier may provide products and services to the City. The City is always interested in securing responsible suppliers who can meet its needs promptly, economically and in the desired quality and quantities. Our aim is to help you in your sales effort and to promote business relationships with the City of Santa Clarita.

Shop Local Incentive

Increasing opportunities for local businesses to better compete for bid awards, the City of Santa Clarita increased the local purchasing incentive to 10 percent. This provides locally-based companies participating in the bid process the opportunity to match non-local vendors when they are within 10 percent of the lowest bid.



A. ALLBRIGHT PAINTING

Sales Calls and Contacts

Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. To conserve time and ensure you adequate attention, we urge you to make an appointment before coming to Purchasing. You may contact the Purchasing Division at (661) 286-4184 to schedule an appointment. The Purchasing Division is located at:

City of Santa Clarita

Purchasing Division
23920 Valencia Boulevard, Suite 120
Santa Clarita, CA 91355
(661) 255-4347

Supplier Registration

The City utilizes a purchasing forum called “Planet Bids” to provide information for vendors to access opportunities to do business with the City. Visit santa-clarita.com to access Planet Bids where you may register your business to be notified of bid opportunities or you may also search for current open opportunities.

METHODS OF PROCUREMENT

The following methods of purchasing are utilized:

Purchases Under \$3,000

City employees are authorized to make purchases under \$3,000 without a purchase order. The supplier must verify the person’s employment with the City by identification card or phone call to Purchasing. Material must be picked up by the employee or delivered to a City facility or work site and the buyer’s name and department must appear on the invoice. All invoices in compliance with this process will be paid upon verification of the employee’s purchase.

Purchases Between \$3,000 and \$40,000

Purchases over \$3,000 but less than \$40,000 require competitive quotations whenever possible. Quotations may be submitted to the requesting department via telephone, in person, by mail, or by facsimile transmission.

Purchases \$40,000 and Over

For purchases \$40,000 and over, formal bids are normally solicited. Formal bids must be sealed and can be submitted in person or by mail. Formal bids cannot be submitted via telephone or facsimile.

Specifications

Written specifications are used in the bidding process to describe the required level of quality, quantity, delivery and scope of work. A bid form will normally accompany the specifications outlining certain terms and conditions governing City purchases. Specifications prepared by City departments are carefully reviewed by Purchasing to eliminate undue restrictions and other limitations, which unnecessarily reduce competition. The purchase will eventually be made from the lowest responsible and responsive bidder meeting the specifications.

Basis for Award

It is the City’s desire to maintain a competitive bid process for all purchases and to make awards for bids based on the lowest responsible and responsive bid received subject to the application of a multiple criteria award or Shop Santa Clarita procedures.

“Lowest responsive bidder” means the lowest bidder whose offer best responds in quality, fitness and capacity to the requirement of the proposed work or usage. Such factors as delivery time, quality, compatibility, references, experiences, parts and services, freight cost, etc., may play an important role in awarding a bid to the “lowest responsive bidder.” A “responsive” bid is one that is in substantial conformance with the requirements of the specifications, the invitation to bid and the City’s contractual terms and conditions. This would also include such things as completeness of the quotation forms, inclusion of references and attachments and completion of required responses.



MIRROR MIRROR

Bid Results

Bid awards are a matter of public record. Abstracts of bids showing prices and awards are available by contacting Purchasing after the award has been made. They are also available on Purchasing’s website.

Change Orders

The purchase order is part of the City’s contract with the supplier. Therefore, changes to the purchase order are not valid unless the change is approved in writing by the City.

Billing and Payment

The City requires invoices in duplicate for each purchase order issued to the vendor. The purchase order number must appear on all invoices, shipping tags and all correspondence relevant to the order.

Payment is made after receipt of invoice and delivery and acceptance of material as specified on the purchase order. Unless otherwise specified on the purchase order, invoices should be submitted to:

City of Santa Clarita

Accounts Payable
23920 Valencia Blvd., Suite 295
Santa Clarita, CA 91355

Sending your invoice to any other department (unless otherwise instructed) may delay payment. The City strives to pay all invoices within thirty (30) days of receipt of invoice and acceptance of the order.

Questions regarding payment of invoices should be made to the Accounts Payable Office at (661) 255-4996. You will need to reference the purchase order and invoice numbers when calling with questions.

B U S I N E S S W I T H T H E C I T Y



SPiRiT PROPERTIES

Insurance

In all instances in which supplier personnel enter City property to repair, install, service, construct, consult, etc., the City requires a certificate of insurance verifying coverage per City insurance requirements. Whenever insurance is required, the supplier will be notified of the requirements for coverage. Contact Purchasing if you need further information on insurance requirements.

Tax

The City is exempt from federal excise tax, but pays sales and use taxes when applicable. Certificates of Exemption from Excise Tax may be obtained from the Finance Division.

Minority, Small and Local Businesses

The City is interested in promoting minority, small and local businesses. We see such businesses as an important part of a competitive bid process that deserves our encouragement and help. Please let your business status and locale be known when requesting your name be added to our supplier list.

B U S I N E S S W I T H T H E C I T Y

Emergency Resource List

Purchasing maintains an “Emergency Resource List of Suppliers” that may be contacted in the event of a local disaster. If you believe your firm may be able to provide such a resource, please contact Purchasing to register as an emergency resource supplier.

Environmental Policies

Purchasing supports the City Council’s Resolution #05-103 by procuring and using environmentally sound products. This Resolution supports the requirements of SB 1106 (2005) which requires the City to purchase recycled products in specified categories when of equal quality at the same or lesser cost. The legislation also requires businesses to provide statements in writing as to the post-consumer content of their products. We encourage suppliers to help keep us informed of available recycled and environmentally sound products.

When we conduct business with you, it is our desire to conclude each transaction in a respectful, fair and professional manner. We hope this guide has helped you better understand the City’s purchasing process.



PACIFIC LOCK

Green Santa Clarita

Recognizing the importance of conservation and protection of the environment, the City of Santa Clarita launched the GreenSantaClarita.com website featuring tips for residents and businesses for conserving our precious resources, saving money by purchasing eco-friendly or energy efficient products, and protecting the integrity of the City's environmental well-being. Additionally, GreenSantaClarita.com offers a business directory of local businesses offering environmentally friendly services such as solar energy installers, a green vehicle finder, green building and construction companies, access to online bus pass purchases, and more.

Check out **GreenSantaClarita.com** and see how you can save and be a part of our initiatives. For additional questions regarding eco-friendly programs, contact the City's Environmental Services division at (661) 286-4098.



MELLADY DIRECT MARKETING

ADDITIONAL RESOURCES TO HELP YOUR BUSINESS SUCCEED

City of Santa Clarita Economic Development Division

Assistance with business relocation, expansion, and retention
23920 Valencia Boulevard, Suite 100
Santa Clarita CA 91355
(661) 255-4347
ThinkSantaClarita.com

Santa Clarita Valley Chamber of Commerce

Membership organization that promotes commerce and industry
27451 Tourney Road Suite 160
Santa Clarita, CA 91355
(661) 702-6977
SCVChamber.com

Valley Industry Association (VIA)

Membership organization that promotes industrial, commercial, and service companies
25030 Avenue Tibbitts Suite K
Santa Clarita, CA 91355
(661) 294-8088
VIA.org

America's JobCenter of California at College of the Canyons University Center

Service center for job seekers and business customers
26455 Rockwell Canyon Road Suite 250
Santa Clarita, CA 91355
(661) 799-WORK (9675)
WorkSantaClarita.com

College of the Canyons Economic Development Division

Employee training and workforce development services
26455 Rockwell Canyon Road
Santa Clarita, CA 91355
(661) 259-3874
CanyonsEconDev.org

College of the Canyons Economic Development Division i3 Advanced Technology Incubator

Facilities and support services for new technology start-ups
26455 Rockwell Canyon Road
Santa Clarita, CA 91355
(661) 362-3241
CanyonsEconDev.org

Small Business Development Center, at College of the Canyons University Center

No-cost business counseling, workshops, and SBA and other loan packaging
26455 Rockwell Canyon Road, Suite 272
(661) 362-5900
COCSBDC.org

Santa Clarita Valley Economic Development Corporation (SCVEDC) at College of the Canyons University Center

A public/private partnership focused on attracting, retaining and expanding a diversity of businesses and industry in the Santa Clarita Valley
26455 Rockwell Canyon Road, Suite 263
Santa Clarita, CA 91355
(661) 288-4400
SCVEDC.org



COLLEGE OF THE CANYONS

UTILITIES

When opening your own business, you will need to set up accounts with various utility companies in Santa Clarita. Note that if the structure is new or is in need of utility upgrades/extensions, the City of Santa Clarita Engineering Division may need to be contacted for approvals at (661) 255-4942. The list below encompasses the various utility companies currently serving Santa Clarita.



OUTWEST

Electricity

Southern California Edison

25625 Rye Canyon Road
Santa Clarita, CA 91355
(661) 257-4030

Toll Free: (800) 655-4555
SCE.com

Gas

Southern California

Gas Company

P.O. Box C
Monterey Park, CA 91756
(800) 427-2200
SoCalGas.com

Telephone/Internet

There are several providers to choose from for telephone and internet service

Water

Castaic Lake Water Agency

27234 Bouquet Canyon Road
Santa Clarita, CA 91350
(661) 297-1600
CLWA.org

Newhall Water Company

23780 Pine Street
Santa Clarita, CA 91321
(661) 259-3610
NCWD.org

Santa Clarita Water Division

26521 Summit Circle
Santa Clarita, CA 91350
(661) 259-2737
SantaClaritaWater.com

Valencia Water Company

24631 Avenue Rockefeller
Santa Clarita, CA 91355
(661) 294-0828
ValenciaWater.com

ADDITIONAL AGENCY CONTACTS

Beyond working with the City of Santa Clarita, you may need to work with or obtain approvals from other entities statewide and within the Los Angeles region. The list below provides you with useful contact information that will aid in your business opening process.

Los Angeles County Health Services

500 West Temple Street
Los Angeles, CA 90012
(800) 427-8700
LADHS.org

Los Angeles County Environmental Services

26415 Carl Boyer Drive
Santa Clarita, CA 91350
(661) 287-7000
PublicHealth.LACounty.gov/eh

CAL/OSHA

Van Nuys Service Office
6150 Van Nuys Boulevard, Suite 307
Van Nuys, CA 91401
(818) 901-5754
CAL/OSHA main line: (800) 963-9424

Department of Conservation

1000 S. Hill Road, Suite 116
Ventura, CA 93003
(805) 654-4761

California Department of Fish & Game Headquarters

1416 9th Street Sacramento, CA 95814
(916) 445-0411
Los Angeles/Region 5
(858) 467-4201

Los Angeles County Fire Prevention Bureau

23757 Valencia Boulevard
Santa Clarita, CA 91355
(661) 286-8821
Fire.LACounty.gov

South Coast Air Quality Management (AQMD)

21865 Copley Drive
Diamond Bar, CA 91765
(909) 396-2000
AQMD.gov

U.S. Postal Service

24355 Creekside Road
Santa Clarita, CA 91355
(661) 254-1684

Alcoholic Beverage Control Department (ABC)

6150 Van Nuys Boulevard, Suite 220
Van Nuys, CA 91401
(818) 901-5017
ABC.CA.gov

California Trade & Commerce Agency

California State Auditor
555 Capitol Mall, Suite 300
Sacramento, CA 95814
(916) 445-0255

Building and Safety Division: A division of the City comprised of staff members that enforces all state and local construction regulations to ensure the public's safety and well-being in private structures and buildings.

Business License: A license required to conduct business that is subject to County health or safety regulations.

Certificate of Occupancy (C of O): A certificate that is required for businesses to occupy space.

City Council: A body of elected representatives that oversees all City-related processes regarding the development and sustainability of the community.

Conditional Use Permit (CUP): A permit issued to businesses seeking to make adjustments to commercial space and occupy a location that is not properly zoned for the business type. Involves a public noticing period and approval by the Planning Commission.

Covenants, Conditions & Restrictions (CC&R's): A property-specific document that controls and identifies the use, requirements, and restrictions of the property and potentially the surrounding areas.

Development Review Committee (DRC): A committee of City staff members that reviews and makes recommendations regarding design and development within the City.

Employer Identification Number (EIN): A registration number required by the federal government regarding businesses that employ workers. This number enables the business owner to withhold income taxes from employees' paychecks, as well as identifies business entities.

E-plans: The City's online plan submittal program.

Fictitious Business Name (FBN): A requirement within Los Angeles County of which all enterprise must operate under a fictitious name that is not previously registered. Several stipulations apply depending on type of business ownership.

Incentive to Purchase Local: A City purchasing program whereby local companies participating in the bid process have the opportunity to match non-local vendors when they are within 10 percent of the lowest bid.

Minor Use Permit (MUP): A permit issued to businesses based on the proposed business use and the zoning of the selected property. Involves a public noticing period.

Ombudsman: A City staff member assigned to a specific business to aid in the business-opening process.

Plan Check: Also referred to as 'plan review,' plan check is a process in which architectural drawings and construction plans are reviewed and approved or denied by Building and Safety staff.

Planning Commission: A City Council appointed body of representatives that makes decisions related to land use within the City.

Planning Division: A division of the City comprised of City staff members that oversees development within the City as well as administers the City-regulated building processes.

Permit Center: A one-stop location to begin and complete all building and safety and planning needs.

Priority Plan Review: A program that gives priority review status to applicants submitting plans for tenant improvements for an office or retail establishment that is less than 3,000 square feet in size.



JILL'S CAKE CREATIONS

DEFINITIONS



TRANQUILITY SALON AND SPA

Seller's Permit: A permit required for businesses that purchase and resell items that are subject to state sales tax.

Tenant Improvements (TI): Refers to the physical changes a tenant makes to the interior of their space.

Variance: A processes that identifies and mitigates potential contractual discrepancies. Variances are only issued in exceptional cases in which proof of hardship must be determined.



Disclaimer

The Guide to Opening a Small Business in Santa Clarita is provided as an informational resource and does not encompass all functions or elements regarding the opening of a new business. The City of Santa Clarita shall not be held responsible for errors or omissions. All reasonable measures have been taken to ensure accuracy. It should not be implied that the City of Santa Clarita recommends, endorses, or approves of any of the business functions, markets, individuals, or products presented therein. The City of Santa Clarita cannot make any warranty or representation concerning the business elements listed in the guide. Corrections will be made to future publications.



City of
SANTA CLARITA

Economic Development Division
23920 Valencia Boulevard, Suite 100
Santa Clarita, CA 91355
661.255.4347, Fax 661.286.4001
santa-clarita.com