



City of
SANTA CLARITA

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

START HERE

Your step-by-step guide to starting, growing and succeeding as a small business in Santa Clarita.



CONGRATULATIONS ON YOUR DECISION TO OPEN A BUSINESS IN THE CITY OF SANTA CLARITA!

Consistently named one of the "Most Business-Friendly Cities in Los Angeles" by organizations including the Los Angeles Economic Development Corporation and the Los Angeles County Business Federation, the City of Santa Clarita prides itself on its business-focused practices that help support entrepreneurs. Our balanced approach to business, which includes future-minded growth and economic prosperity, is essential for cultivating a healthy and sustainable local economy.

Santa Clarita continues to be one of California's top choices for new businesses, offering a wide range of advantages, which include an overall lower cost of doing business, the City's One-Stop Permit Center providing a streamlined permitting process and a team of Economic Development professionals available to provide a variety of business assistance to you along the way.

Small businesses are the cornerstone to vibrant local communities and the City is committed to helping your business lay the foundation for success and growth in our community.

On behalf of the City of Santa Clarita, welcome!



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TABLE OF CONTENTS

INTRODUCTION	05
STEP 1: Naming Your Company or Production	06
<i>Information regarding the Fictitious Business Name (FBN) Statement</i>	
STEP 2: Structuring Your Business	10
<i>Differentiating Proprietorships, Partnerships and Corporations</i>	
STEP 3: Selecting Your Location	12
<i>A look at Commercial Lease Agreements and Zoning Regulations</i>	
STEP 4: Business License and Permits	14
<i>City of Santa Clarita Licenses and Permits</i>	
<i>Los Angeles County Licenses and Permits</i>	
<i>Applying for a Business License</i>	
STEP 5: Understanding Business Taxes	16
<i>Federal Taxes</i>	
<i>State Taxes</i>	
STEP 6: City of Santa Clarita Processes	18
<i>Planning</i>	
<i>Zoning</i>	
<i>Planning Fees</i>	
<i>Building & Safety</i>	
<i>Building Requirements for your Project</i>	
CHECKLIST	25
DOING BUSINESS WITH THE CITY	26
RESOURCES	32
<i>Utilities</i>	
<i>Definitions</i>	



Introduction

The City of Santa Clarita 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 navigate federal, state, county and City regulations and requirements. We hope this guide expedites processes and provides you with useful information and resources.

Benefits to Doing Business in Santa Clarita

- No City 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
- No paid parking garages or paid street parking
- The City offers a one-stop permit center to help guide businesses through the City permit process





STEP 1 NAMING YOUR COMPANY OR PRODUCT

All enterprises within Los Angeles County that operate a business for-profit are required to do so under a fictitious name. A fictitious business name must be filed within forty (40) days from the first business transaction and must not be previously taken by an existing company.

What is a Fictitious Business Name (FBN)?

The fictitious name, or trade name, is defined in California Business & Professions Code (Sec. 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

GOOD TO KNOW

A Fictitious Business Name (FBN) must be filed within 40 days of your first business transaction.



How to File the FBN Statement

- 1. Check the online database** from the County Clerk's office at lavote.gov to ensure that the proposed name for your new business is not already in use
- 2. Complete the FBN Statement**, available from the County Clerk's Office or via the Clerk's Office website: lavote.gov
- 3. Make sure that the County Clerk's Office certifies** one copy of the FBN Statement and returns it to you
- 4. Within 30 days of the last publishing date**, you must file an affidavit of publication notice with the county Clerk's Office

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

LOCATION	ADDRESS
LAX Courthouse	11701 South La Cienega Boulevard, 6th Floor Los Angeles, CA 90045
Lancaster	44509 16th Street West, Suite 101 Lancaster, CA 93534
Norwalk (Main Office)	12400 Imperial Highway, Room 1201 Norwalk, CA 90650
Van Nuys	14340 West Sylvan Street Van Nuys, CA 91401

Filing Fees and Publication

The FBN statement is valid for five (5) years. Fees are subject to change without notice.

FBN Publication

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

The Signal

25060 Avenue Stanford. Suite 141
Santa Clarita, CA 91355
(661) 259-1234
SignalSCV.com

Los Angeles Times

2300 East Imperial Highway
El Segundo, CA 90245
(213) 237-5000
LATimes.com

Los Angeles Daily News

605 East Huntington Drive, Suite 100
Monrovia, CA 91016
(818) 713-3000
DailyNews.com

STEP 2

STRUCTURING YOUR BUSINESS

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

Sole Proprietorship

A sole proprietor is the sole owner of the business and is personally liable for all of its debts and obligations. In this business structure, there is no distinction between the owner as an individual and their role as the sole proprietor.

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, meaning 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.

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.

Corporation

The State recognizes a corporation as its own legal entity, separate from individual managers. Corporations are legally able to enter into contracts, incur debt, pay taxes, etc.

Secretary of State

Document Filing Support

1500 11th Street
Sacramento, CA 95814
(916) 653-6814
SOS.CA.gov





STEP 3 SELECTING YOUR LOCATION

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

- Be sure that the location is properly zoned and constructed 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.
- Verify the location meets the building codes for your type of business. Not all buildings can accommodate every type of business. For example, some businesses may require fire sprinklers or multiple exits. City Permit Center staff can help you make this determination.
- Evaluate any potential Covenants, Conditions and Restrictions (CC&R's) for your 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.

Covenants, Conditions and Restrictions (CC&Rs)

Properties located within certain business centers in Santa Clarita may contain certain CC&Rs that impact how business is conducted. When choosing your location, contact the property developer or owner to ask about potential CC&Rs for the property you are considering.

Commercial Lease Agreements

When determining which space is appropriate for your company and discussing lease agreements, consider the following:

- Analyze the effective rate for the entirety of the lease agreement
- Ensure that the premises are adequate for your business and its projected growth during the term of the lease agreement
- Make certain that the obligations to pay monthly rent do not begin until the tenant improvements (TIs) are complete and a Certificate of Occupancy (C of O) has been issued by the City's Building & Safety Division
- 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 complies 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 and Building Regulations

Before signing a lease agreement, purchasing property or moving into a location, contact and coordinate with the City's Planning Division to determine the correct zoning for your business (see step 6 for more information on zoning). Building & Safety staff can also help you determine whether the building is compatible with your business or may require upgrades.

Finding Locations

The City'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:

City of Santa Clarita 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



BUSINESS RESOURCES:

Scan for additional tools
and resources to support
your business.

STEP 4

OBTAINING BUSINESS LICENSES AND PERMITS

The City of Santa Clarita does not issue or require business licenses or permits for business operations; however, a business permit will ONLY be required within the City if the business is subject to Los Angeles County health or safety regulations. Business licenses and permits are separate from a use permit that may be required per Planning/Zoning, as mentioned in Step 3. There are 100+ business activities that require a business license from Los Angeles County. 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 an LA County Business License Office or online at [LACounty.gov](https://www.lacounty.gov).

Applying for a Business License

Applications may be filed in person at any Business License Office of the Treasurer and Tax Collector. A non-refundable fee will be collected at the time of filing. With the application, make sure to include:

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

Health and 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, #1
Los Angeles, CA 90012
(213) 974-2011

Los Angeles County: Santa Clarita Office

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

Business License Offices - Alcohol Permit

If you are operating a restaurant that serves alcohol or opening a liquor store, a liquor license is required by the City's Planning Division. Contact the California Department of Alcoholic Beverage Control at [abc.ca.gov](https://www.abc.ca.gov) or call (916) 419-2500.

Additional Permits and Licenses

Many businesses require additional permits and licenses for various 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 businesses. Visit [CALGOLD.ca.gov](https://www.CALGOLD.ca.gov) for additional information and a categorized list of required permits and licenses.

DID YOU KNOW?

Santa Clarita has no business license fees, no payroll tax and no utility users tax for businesses.





STEP 5 UNDERSTANDING 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 for 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 as business entities. To determine if your business requires an EIN or to file an EIN application (Form SS-4), visit [IRS.gov](https://www.irs.gov).

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. season stores, retail boutiques). Other items that may apply to your business could be a resale certificate, a form given to vendors to buy inventory tax-free for future resale, or a wholesale license, a regulatory permit that authorizes a business to buy products in bulk from manufacturers.

California Department of Tax and Fee Administration (CDTFA)

Businesses operating in California may be required to register with the CDTFA to obtain a seller's permit and report and pay applicable sales and use taxes. A seller's permit is generally required if your business sells or leases tangible goods subject to tax.

For more information, visit [CDTFA.ca.gov](https://www.cdtfa.ca.gov) or contact their Customer Service Center at (800) 400-7115.

Employment Development Department (EDD)

The 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](https://www.edd.ca.gov).

Franchise Tax Board

The Franchise Tax Board administers 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 LLC/LLP, contact the Franchise Tax Board regarding minimum tax requirements. To learn more, visit [ftb.ca.gov](https://www.ftb.ca.gov).

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
Sacramento, CA 95814
(916) 653-6814
[SOS.CA.gov](https://www.sos.ca.gov)

The Secretary of State Office also regulates notary public licensing. For further information, contact:

Secretary of State Notary

Public Division Los Angeles Office

300 South Spring Street, Room 12513
Los Angeles, CA 90013
(213) 897-5310

TAX TIP

Most businesses need a Federal EIN and may also require a California Seller's Permit before opening.

STEP 6

CITY OF SANTA CLARITA PROCESSES

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

Santa Clarita eService

The City offers our citizens, businesses and visitors access to government services online, 24 hours a day, 7 days a week. In partnership with Accela, Inc., the City's eService system allows businesses to electronically submit development-related plans and documents to the City for plan and project review. For more information, visit SantaClarita.gov/eService.

One-Stop Permit Center

The City's One-Stop Permit Center is your location for all of your Building & 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.

Our Planning, Engineering Services and Building & Safety teams are available at our Public Counter at the Permit Center at City Hall, Suite 140, and is open for normal business daily:

Monday – Thursday: 7:30 a.m. – 5:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

For Building & Safety questions: (661) 255-4935 | SantaClarita.gov/Building

For Planning/Zoning Department questions: (661) 255-4330 | SantaClarita.gov/Planning

For Engineering Services submittals: (661) 286-4060 | SantaClarita.gov/Engineering

For Environmental Services questions: (661) 286-4098 | GreenSantaClarita.com





ONE-STOP CONVENIENCE

Planning, Building & Safety and Engineering services are all located in the City's One-Stop Permit Center.

Planning

The Planning Division is responsible for the implementation of the City's General Plan, the Subdivision Map Act and the California 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's Planning Division to discuss various permits, plan checks, zoning, etc.

Zoning

Zoning is used by cities to designate areas to specific land uses, such as commercial, industrial or residential use. Every business must meet zoning requirements and restrictions to ensure the business category and site are compatible. Some areas, such as Old Town Newhall, follow Specific Plans rather than abiding by general zoning code. It is important to check the zoning of an area before inquiring about a new business. This will help you determine if your business is permitted in that zone or if it requires an entitlement (use permit).

Be sure to contact the Planning Division with your zoning questions to ensure you have the correct information: **(661) 255-4330**.

One Stop Review

A One Stop Review is for projects taken in by Planning Division staff and informally reviewed by various divisions within the City and other government agencies. The purpose of the One Stop Review process is to provide applicants with an idea of concerns that may exist with their proposal, prior to formal entitlement submittal. Undergoing One Stop Review is highly encouraged before any type of development-heavy submittals. This process is of only informational nature and does not result in any project approvals. 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, clients or employees to be on the premises. It is for home office use only. Home Occupation Permits also require approval from the property owner.



Sign Ordinance

To preserve community aesthetics and maintain consistency Citywide, the City has adopted a sign ordinance that establishes standards and requirements for commercial business signage 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 to see 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, calling the division or visiting the permit counter at City Hall.

For additional information, contact the Planning Division:

City of Santa Clarita Planning Division
23920 Valencia Boulevard, Suite 140
Santa Clarita, CA 91355
(661) 255-4330
SantaClarita.gov/Planning



Building & Safety and Los Angeles County Fire Department

Building Requirements for your project

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

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

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 & Safety can help make this determination for you.

For additional information regarding building and processes, please contact the Building & Safety Division:

City of Santa Clarita Building & Safety

23920 Valencia Blvd, Suite 140

Santa Clarita, CA 91355

(661) 255-4935 | SantaClarita.gov/Building

Building & Safety

Building & Safety Permit Process

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

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, side and scope to your envisioned project. In most cases, professionally prepared plans will produce a better project through more efficient design and will often result in significant time and cost saving 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:** In certain instances, unlicensed designers who are familiar with conventional drafting practices and building code requirements may prepare construction drawings for projects such as simple tenant improvements or small one-story accessory buildings. Building & Safety will make this determination.
- **Agency Clearances:** Building & 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.
- **Preparation of Reports and Calculations:** Building & Safety, along with your architect 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 plans and calculations are complete, they are ready to submit to the City for review. This process, commonly referred to as "Plan Check" or "Plan Review," 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. Your project must also meet or exceed the minimum safety standards for buildings as established by State and local building codes. For more information on plans submittal visit SantaClarita.gov/Building-Safety.

Plan Check requirements for submittal:

1. Plans submitted at the Permit Counter or online via eService
2. One copy of all required reports and calculations
3. Completed application
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, quantity and scope of the project

After Building & 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 & 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 through construction under 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.

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 constructions.

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 in advance by using the inspection hotline (661) 286-4097 or scheduled on the City's website at SantaClarita.gov/Building.

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 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 C of O 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.

The C of O is a legal document that authorizes you to legally occupy your new building or business space. It is a culmination of all the hard work you completed in the previous steps 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 and help you anticipate the 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 and building code concerns that may arise
- ☐ Contact the City to determine next steps
- ☐ Hire a design professional to draw initial plans or Tenant Improvements (TI) 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 & 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
- ☐ Apply for a Certificate of Occupancy

HOW TO DO BUSINESS WITH THE CITY OF SANTA CLARITA

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.

Shop Local Incentive

All bids and quotes, not using a multi-criteria award process or designated as a public project, are required to be reviewed on a local preference basis. "Local" refers to any business having a working address within City limits. For any bid that would have been awarded to a non-local vendor, where a local vendor has come within 10% of the non-local bid, staff will contact the local vendor and offer them a chance to meet the low bid. If the closest local vendor (within 10%) is not able to meet the bid, the next lowest, local bid, within the 10% threshold will be contacted, and so on and so on. This continues until a local bidder has accepted the chance to meet the low bid, or all local bidders within the 10% threshold have been contacted and none chose to meet the low bid. After that, the non-local bidder will be awarded the bid.

Supplier Registration

The City utilizes a purchasing forum called BidNet Direct. You may register there and provide commodity codes related to the type of products and services your business provides. Once you are registered, the system will automatically notify you via email of any solicitation the City issues relating to the commodity codes you selected during registration.

Click on the box for "Register Now" and follow the prompts to set up your log-in. For free access to the City's solicitations, select the "Limited Access" option when asked to select a subscription plan. If you need further assistance with the vendor registration process, please contact BidNet Direct Support Team at (800) 835-4603, option 2 for vendor support.

SHOP LOCAL ADVANTAGE

Local vendors within City limits may get the opportunity to match low bids through the City's Shop Local purchasing policy.





Methods of Procurement

Purchases under \$5,000

City employees are authorized to make purchases under \$5,000 with a City-issued Procurement Card or "Cal Card." Vendors are expected to take all normal business precautions when asked to take a City credit card.

Purchase Over \$5,000 but Less Than \$50,000

Purchases over \$5,000 but less than \$50,000 require a minimum of three competitive quotes. Quote responses may be submitted to the requesting staff in writing either in person or by email.

Purchases \$50,000 and Over

Purchases over \$50,000 usually require a formal bid. These bids are manually or electronically sealed and can be submitted electronically, in-person or via mail, depending on the bid instructions.

Request for Proposal

A Request for Proposal (RFP) solicitation is normally used for professional services or where detailed specifications are not available and the City seeks solutions in the form of proposals from experienced firms. RFP solicitations are very specific to the situation. Solicitations for proposals will be posted on BidNet.

Bid Results

Bid awards are a matter of public record. Bid results, showing prices and awarded vendors can be found at: [BidNetDirect.com/California/CityOfSantaClarita](https://bidnetdirect.com/California/CityOfSantaClarita).

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 the City's Shop Local Purchasing procedures.

"Lowest responsible bidder" means the lowest bidder whose offer best responds in quality, fitness and capacity to the requirements 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 responsible 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 solicitation forms, inclusion of references and attachments and completion of required responses.

Purchase Orders and Change Orders

All purchases over \$5,000 require a purchase order (PO). If an individual contacts your company and attempts to place an order over \$5,000, all vendors are cautioned to request an authorized PO and obtain both the name and department of the person calling. Invoices over \$5,000 must cite a PO number. A PO is vendor assurance of payment.

All change orders *MUST* be approved by a City staff person in writing.

EXCEPTION: There may be times during an emergency when an order must be placed after hours or on the weekend. Be assured that true emergency purchases at such times without a PO number will be approved. You must obtain the staff's name and department as well as request identification if the order is placed in person. Staff has been directed to obtain a PO number the following work day. The employee who places the order will then send an authorized PO as soon as possible.

Billing and Payment

The City requires invoices for payments on orders of \$5,000 and over (under \$5,000 may be paid with a credit card with the exception of any/all services). Invoices must have the PO number (again, required on orders of \$5,000 and over) and must also be indicated on all shipping tags and correspondence relevant to the order.

Payment is made after receipt of invoice and delivery and acceptance of material, as specified on the PO. All invoices should be submitted to the requesting staff member with their designated department.

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

Delivery and Inspection

Shipment to the City must be made Delivery Duty Paid (DDP). Requirements for delivery are specified on all bids and POs. Failure to meet the specified date may cause cancellation of the order and will adversely reflect on your firm's overall performance rating. Also, variations from the specifications may make a shipment subject to rejection.



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 Risk Management or Purchasing if you need further information on insurance requirements.

Tax

The City is exempt from Federal Excise Tax, but pays both sales and use taxes when applicable. Certificates of Exemption from Excise Tax are available through the Finance Department.

Gifts and Gratuities

The City maintains a strict policy prohibiting the acceptance by its employees of gifts and/or gratuities from any supplier or potential supplier.

Special Business Programs

At this time, the primary special business program operated by the City is the Disadvantaged Business Enterprise (DBE) program for contracts funded in whole or in part by the Federal government. The DBE program is regulated by the United States Department of Transportation. Under this program, the State of California has established a Unified Certification Program to simplify the application process for businesses. A business must only be certified once to become qualified for any DBE contract awarded by any agency within the state. For the City, most DBE contracts will be for public work-related items.

Environmental Policies

Purchasing supports City Council Resolution No. 09-101 by procuring and using environmentally sound products. This resolution supports the requirements of California Public Contract Code (PCC) Sections 22150-22154, which requires the City to purchase recycled products in specified categories when quality is comparable. 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. In accordance with Resolution No. 91-91, suppliers shall not provide any items to the City, in performance of a contract, which are tropical hardwoods or tropical hardwood products.

Americans with Disabilities Act (ADA)

In compliance with the ADA, if you or someone in your firm needs special assistance to participate in a walk-through or attend a pre-bid meeting, you should contact Purchasing at (661) 286-4183. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting.

No supplier providing a service, program or activity to the public on behalf of the City shall discriminate against any person because of sex, race, color, creed, national origin or disability. Suppliers providing a service, program or activity to the public on behalf of the City shall comply with the ADA and City policy pursuant thereto when providing said service, program or activity.



RESOURCES AND COMMUNITY PARTNERS

City of Santa Clarita Economic Development Division

Encouraging business investment opportunities and supporting business retention and attraction activities in Santa Clarita

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

28494 Westinghouse Place
#114
Santa Clarita, CA 91355
(661) 702-6977

SCVChamber.com

Valley Industry Association (VIA)

Membership organization that promotes industrial, commercial and service companies

28368 Constellation Road,
Suite 360
Santa Clarita, CA 91355
(661) 294-8088

VIA.org

Santa Clarita Valley Economic Development Corporation (SCVEDC)

A public and private partnership focused on attracting, retaining and expanding a diversity of businesses and industry in the Santa Clarita Valley

26455 Rockwell Canyon Road
#263,
Santa Clarita, CA 91355
(661) 288-4400

SCVEDC.org

College of the Canyons University Center

Santa Clarita, CA 91355
(661) 288-4400

canyons.edu

Small Business Development Center (SBDC)

Provides counseling and training to small businesses

26455 Rockwell Canyon Road
Santa Clarita, CA 91355
(661) 362-5900

cocsbdc.org

Santa Clarita America's Job Center of California (AJCC)

A one-stop workforce resource offering free career, hiring and business support services

20730 Soledad Street Unit L,
Santa Clarita, CA 91351
(661) 298-0152

ajcc.lacounty.gov

Utilities

When opening your own business, you will need to set up accounts with various utility companies in Santa Clarita. If the structure is new or needs utility upgrades or extensions, the City's 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:

Electricity

Southern California Edison
25625 Rye Canyon Road
Santa Clarita, CA 91355
(661) 257-4030
Toll Free: (800) 655-4555
SCE.com

Gas

SoCalGas Company
24600 Avenue Rockefeller
Santa Clarita, CA 91355
(909) 307-7070
SoCalGas.com

Water

SCV Water
27234 Bouquet Canyon Road
Santa Clarita, CA 91350
(661) 297-1600
YourSCVWater.com

Additional Agency Contacts

Beyond working with the City, 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

26415 Carl Boyer Drive
Santa Clarita, CA 91350
(661) 287-7000
CAL/OSHA

Cal/OSHA San Fernando Valley Service Office

6150 Van Nuys Boulevard, Suite 307
Van Nuys, CA 91401
(818) 901-5754

Department of Conservation

5777 West Century Boulevard # 1555
Los Angeles, CA 90045
(310) 342-6100
Conservation.CA.gov

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 1200
Sacramento, CA 95814
(916) 445-0255
Auditor.CA.gov

Definitions

Building & Safety Division: A division of the City 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 adjust 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&Rs): 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 identify business entities.

eService: The City's online plan submittal program.

Fictitious Business Name (FBN): A requirement within Los Angeles County in which all enterprises 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.

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 & Safety staff.

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

Planning Division: A division of the City that oversees development within the City and administers City-regulated building processes.

Permit Center: The City's one-stop location in City Hall where business can begin and complete all Building & 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.

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



Economic Development Division

23290 Valencia Boulevard, Suite 100

Santa Clarita, CA 91355

(661) 255-4347 | EconDevInfo@santaclarita.gov

SantaClarita.gov/EconDev