

Business License Application

Startup Checklist

Getting Started

- 1. Business Name
- 2. Corporate Name (If Applicable)
- 3. Business Address
- 4. Mailing Address (If different from the business address)
- 5. Business Description – describe the nature of the business and/or goods sold
- 6. Business Ownership – is the business an LLC, Corporation, Partnership, or Sole Proprietor?
- 7. Number of Employees at the business location
 - This is for informational purposes only and will not affect the tax due
- 8. Expected Annual Gross Receipts or number of Units or Vehicles based on 12 months
- 9. Start date of business in Tustin
- 10. Phone Numbers - Business, Cell, and Fax
- 11. Web Address (if applicable)
- 12. Business Email – This email address will be used for future correspondence regarding Renewals, etc.
- 13. Seller's Permit Number displaying Tustin business Address (If you sell goods in California you will need this before getting a business license)
- 14. Federal Tax ID Number obtained from the IRS
 - Federal Employer Identification Number (FEIN) or
 - Tax Identification Number (TIN)
 - If you are a Sole Proprietor, you may use your Security Number (SSN) in lieu of an FEIN
- 15. State Tax ID (If applicable) – obtained from EDD and is dependent upon number of employees

- 16.** Contact Preference – Would you like to be Paperless?
- 17.** SIC Code – Standard Industry Code – Look yours up at:
<https://www.osha.gov/pls/imis/sicsearch.html>
- 18.** State License, Type, and Expiration – (If your business is required to be licensed by the State of California)
- 19.** Corporation, LLC, or Partnership Number (This is assigned by the Secretary of State)
- 20.** Owner, Officer, and/or Partner information:
 - Name
 - Home Address
 - Home Phone or Cell Number
 - Driver’s License Number
 - Social Security Number for Sole Proprietor
- 21.** Businesses operating within the City limits are required to complete a Zoning form.
- 22.** If you operate your business from your home within the City limits, a Home Occupation questionnaire is also required.
- 23.** Fictitious Business Name Statement (if the business name is different than the Owner’s surname and/or Corporation/ LLC name)

*** Additional information/ permit may be required dependent upon the business activity.

Important Legislation:

AB 3002 – DISABILITY ACCESS

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following website:

<https://www.dgs.ca.gov/DSA/Resources/Page-Content/Resources-List-Folder/AB-3002-Model-Notice>

AB 1607 – GENDER BASED DISCRIMINATION

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.barbercosmo.ca.gov/consumers/gender_policy.pdf.