



# YOUR GUIDE TO STARTING A BUSINESS IN OAKLEY

— 2023 —



# Welcome to Oakley

We are glad you have chosen our City as the location for your new business. The City of Oakley understands the importance of the business community and the impact that successful growing businesses have on our community.

The following information is provided to assist you through the process of establishing your business in Oakley.

At anytime please feel free to contact our Economic Development Analyst Harumi Murata at (925) 625-7006, or via email at [murata@ci.Oakley.ca.us](mailto:murata@ci.Oakley.ca.us) or visit our Economic Development website at [www.OpportunityOakley.com](http://www.OpportunityOakley.com)





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[www.OpportunityOakley.com](http://www.OpportunityOakley.com)



# 1

## Create a Business Plan

There is no way to eliminate all the risk associated with starting a business; however, you can improve your chances of success with proper planning and preparation. A good way to start is by creating a Business Plan. The City of Oakley Economic Development program sponsors Entrepreneur Training classes to help with various aspects of your business. To learn more about these programs visit [www.ci.oakley.ca.us/oakley-entrepreneur-center](http://www.ci.oakley.ca.us/oakley-entrepreneur-center)



# 2

## Check Zoning Regulations with the City of Oakley

Before applying for any business permit or signing a lease, it is important that you check with the Oakley Planning Division to ensure that the proposed business type or "use" is consistent with City zoning, and if not, what additional permits you might need. Most businesses that meet the zoning requirements are then ready to turn in their business license and permit applications.

If you plan to operate a business out of your home, you will need to visit the Planning Division for a Home Business permit. This is a short, over-the-counter form where you provide information about your business and acknowledge that you have received and understand the regulations around operating a home based business. The current fee for the application is \$109, and you only pay this once for the life of the business operating in that specific location.

City of Oakley Planning Division  
[www.ci.Oakley.ca.us](http://www.ci.Oakley.ca.us) - See Planning and Zoning  
(925) 625-7036

For assistance with site selection visit  
[www.opportunityoakley.com](http://www.opportunityoakley.com)







### 3

## Decide on a Business Structure

If you will be establishing a Corporation, S Corporation, Partnership or Limited Liability Company, you must register with the CA Secretary of State.

[www.sos.ca.gov](http://www.sos.ca.gov) - See Business Entities

An excellent resource can also be found at the CA Business Portal

[www.BusinessPortal.CA.gov](http://www.BusinessPortal.CA.gov) - See Business Assistance

### 4

## Register a Fictitious Name

If you intended to name your firm anything other than your own name, you must file a Fictitious Business Name Statement with the County Clerk.

Contra Costa County Clerk-Recorder

[www.ccclerkrec.us](http://www.ccclerkrec.us)

(925) 335-7900

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## Get a Business License

Operating a business in the City Requires the payment of a Business License Tax and compliance with the City's Municipal Code, including the Zoning Code and the City's Sign Ordinance. The annual tax is \$100 plus \$10 per full time equivalent (FTE) employee, and a \$4 Mandatory State Fee (SB 1186). Business Licenses cover the fiscal year (July 1- June 30) .

To learn about the [Business License Tax](#) click here.

To learn about the [Municipal Code](#) requirements click here.

To learn about the [City's Sign Ordinance](#) click here.

You can contact us at [businesslicenses@ci.oakley.ca.us](mailto:businesslicenses@ci.oakley.ca.us)







# Obtain Permits

## Building Permit

All new construction in the City requires a building permit. In most cases, a permit is also required for replacement of existing construction, additions, remodeling and commercial tenant improvements.

To obtain a Building Permit, you will need to complete a Building Permit Application. Depending on the complexity of the project, building plans may be required.

To determine if your project requires plans, please contact the Oakley Building Division at (925) 625-7005.

Permits can only be issued to either the owner of the property or to a licensed contractor licensed by the State of California License Board. All licensed contractors need to have a City of Oakley Business License to do work in the City.

## Conditional Use Permit

Every property in the City has been assigned a zoning designation that describes what types of activities or "uses" are permitted outright and which uses require a Conditional Use Permit CUP. A CUP requires a City Council action prior to establishing the use. The CUP process provides the City sufficient flexibility to determine whether a specific land use with unusual characteristics will be compatible with its surrounding area, the General Plan, and the zoning on adjacent properties.

In reviewing a use permit application, the staff and City Council will evaluate such items as building placement and size, traffic generation, compatibility of the use with adjoining properties and other related development impacts.

## Sign Permit

Before ordering or installing a new sign or modifying an existing sign for your business, please contact the Planning Division. Most signs require a sign permit, approved by the Planning Division after plans are submitted and the \$81 fee is paid. Most temporary signs, such as banners, require review by the Planning Division.

## Notes:

Horizontal lines for taking notes.









# 7

## Obtain your Federal Employer Taxpayer Identification Number

\*If you will have employees

To obtain your Federal Employer Taxpayer Identification Number and for information regarding employee withholdings, self-employment tax and other business tax withholdings, contact the Internal Revenue Service (IRS)

### Internal Revenue Service

[www.irs.gov](http://www.irs.gov)  
(800) 829-1040

If you hire employees, you must register with the CA State Employment Development Department within 15 days after your employees are hired.

### California Employment Development Department

[www.edd.ca.gov](http://www.edd.ca.gov) - Click Employer Services  
(888) 745-3886

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## Recruit and Train Employees

Through the Contra Costa County Workforce Development Board's direct service providers, such as the One-Stop Career Centers, employers are offered a number of services, including the following: a job posting service; candidate recruitment, screening and referral; testing and interviewing facilities; subsidized and customized employer-based training; and tax assistance.

### EASTBAY Works

[www.EastBayWorks.com](http://www.EastBayWorks.com)  
(925) 634-2195

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## Open a Checking Account for Your Business

Separate business and personal accounting is essential when you file your tax return. Contact the financial institution of your choice directly.

# 10

## Business Development

New and experienced business owners can participate in monthly training opportunities offered in partnership with Los Medanos College. Information can be found online at [www.ci.oakley.ca.us/oakley-entrepreneur-center/](http://www.ci.oakley.ca.us/oakley-entrepreneur-center/)



# Additional Resources

## City of Oakley

### Economic Development Department

Harumi Murata, Economic Development Analyst  
(925) 625-7006  
Murata@ci.oakley.ca.us

## Contra Costa County

### Fictitious Business Name

County Clerks Office  
Fictitious Name Division  
555 Escobar Street  
Martinez, CA 94553  
(925) 646-2360

### Small Business Development Center

(925) 646-5377

### Contra Costa Child Care Council

(925) 778-5437

### County Health Department

#### Hazardous Materials

4333 Pacheco Blvd.  
Martinez, CA 94553  
(925) 646-2286

### Contra Costa County Fire Protection District

4005 Port Chicago Highway, Suite 250  
Concord, CA 94520  
(925) 941-3309

## State Offices

### Sellers Permit

State Board of Equalization  
1515 Clay Street, Suite 303  
Oakland, CA 94612  
(510) 622-4100

### Federal Tax Identification

IRS  
2850 Shadelands Drive  
Walnut Creek, CA 94598  
(800) 829-1040

### Social Security Office

(800) 772-1213

### Workers Compensation Insurance

2955 Peralta Oaks Court  
Oakland, CA 94612  
(510) 622-2861

### Department of Consumer Affairs

(800) 952-5210

### Contractor's State License

PO Box 26000  
Sacramento, CA 95826  
(800) 321-2752

### Structural Pest Control

(800) 737-8188

### Department of Motor Vehicles

(925) 671-2876

### Better Business Bureau

Northern California  
(510) 238-1000







City of Oakley  
3231 Main Street, Oakley, CA 94561  
(925) 625-7000  
<https://www.ci.oakley.ca.us>