



➤ City Business License

City of Shasta Lake business licenses are \$50.00 per year and are renewed on January 1 of each year. If opening a new business after July 1, the fee is prorated to \$25.00. You must have a business license if you are conducting business within the City of Shasta Lake pursuant to Municipal Code Chapter 5.04. If you are operating the business out of a home in the City of Shasta Lake, you are also required to obtain a Home Occupation Permit. There is a one-time fee of \$121.00 for the Home Occupation Permit, which includes the Business License fee for the first year. For more information, contact:

Location:

CITY OF SHASTA LAKE
Development Services Department
Planning and Building Divisions
1650 Stanton Drive

Mailing Address:

Business License Coordinator (530) 275-7430
CITY OF SHASTA LAKE
P.O. Box 777
Shasta Lake, CA 96019

➤ Building Permit and Zoning Information

Depending on the zoning of the property and the proposed business, a use permit may be required from the Planning Commission. For new construction and remodel work, a building permit is required. Contact the Building and Planning Divisions at the following location:

CITY OF SHASTA LAKE (530) 275-7460
Development Services Department
Building and Planning Divisions
1650 Stanton Drive, PO Box 777
Shasta Lake, CA 96019

➤ Retail Sales

If the business is involved in retail sales, you must register with the **California State Board of Equalization**, which will assess the amount of sales tax your business will pay. Contact:

Location:

State Board of Equalization
2881 Churn Creek Road, Suite B
Redding, CA 96002

Mailing Address:

State Board of Equalization
P.O. Box 492529
Redding, CA 96049

Telephone (530) 224-4729
FAX: (530) 224-4891

➤ Fictitious Business Name

If a "Fictitious Name" will be used in connection with the business, the name must be registered with the County Clerk's Office. (continued, next page)

For information on Fictitious Business Name, contact the following:

Shasta County Clerk (530) 225-5730
1643 Market Street (Downtown Mall)
Redding, CA 96002

➤ **If you have Employees**

If you have employees in your business, contact the **Internal Revenue Service (IRS)** so that a tax and Employer Identification Number can be assigned to your business. You will be required to pay Payroll and Social Security Taxes on a quarterly basis.

Internal Revenue Service (800) 829-1040
850 Industrial Street
Redding, CA 96002
Internet web site: **www.irs.gov**

You must also obtain a **State of California Identification Number and withholding schedule**. For State payroll tax forms and information, contact:

State Employment Development Department (888) 745-3886
1325 Pine Street
Redding, CA 96001

If your business has employees, you are required to carry **Worker's Compensation Insurance**. Call your insurance broker or:

State Compensation Insurance Fund

Location:

2175 Shasta View Drive
Redding, CA 96003

Mailing Address:

PO Box 496049
Redding CA 96049-6049

Telephone **(530) 223-7000**
e-mail: **www.scif.com**

➤ **Restaurants / Food Service**

A special permit is required from **Shasta County Environmental Health Department** for food establishments. Contact:

Shasta County Environmental Health Department (530) 225-5787
1855 Placer Street, Suite 201
Redding, CA 96002

If your business plans to serve alcoholic beverages, contact:

State Alcoholic Beverage Control Department (530) 224-4830
1900 Churn Creek Road
Redding, CA 96002