



# TAFT SMALL BUSINESS ASSISTANCE CENTER

## IMPORTANT INFORMATION FOR EXISTING AND PROSPECTIVE BUSINESSES

*This is a quick informational reference to many of local, state and federal agencies that you may need to contact before you “open your doors for business”. Some specialized licenses/permits may be required for your business, particularly if you will be engaged in activities such as food service, hazardous materials, health care, day care and others that are especially sensitive to regulations. **Note: Your business may or may not require the following, this is information to assist you in what applies to your type of business.***

1. All parties doing business in the City of Taft are required to obtain a **Business License** from the City Finance Department, 661-763-1350 ext 21 or ext 33, located at 209 East Kern Street, Taft.
2. Make certain that you comply with **Taft Zoning Codes**, including home-based business requirements. Contact the City Planning Department, 661-763-3144 ext. 15, located at 209 East Kern Street, Taft.
3. If there is to be **any** construction done, including remodeling, to your leased or owned facility, call the City Building Department to obtain **Building Permit Requirements**, 661-765-4136 ext. 11, located at 209 East Kern Street, Taft.
4. If you make up a name for your business, a **Fictitious Business Name Statement** must be recorded with the County Clerk. Banks generally require a copy of this statement prior to setting up your business checking account. For information, contact the County Clerk’s Office at 661-868-3588.
5. Contact the Internal Revenue Service at 800-829-1040 for a **Form SS-4, Tax/Employer ID Number**. The IRS can provide withholding schedules and holds small business tax workshops free of charge. You can also access this information online at [www.irs.gov.com](http://www.irs.gov.com).
6. Upon hiring employees, you need to obtain a **California State ID** number from the Employment Tax District office of the EDD, at 661-395-2896.
7. If you have employees, you are required to have **Worker’s Compensation Insurance** Contact your own insurance broker or the California State Compensation Insurance Fund at 661-664-4000.
8. Businesses with one or more employees must have **Injury and Illness Prevention Program**. Contact the California Department of Industrial Relations, Cal/OSHA, 661-395-2718.
9. The State of California Consumer Affairs Department regulates many business types. Call 916-445-1254 to see if this applies to your business.
10. Retailers and wholesalers must register with the **CA State Board of Equalization**, 661-395-2880.
11. Be certain that your business facility, whether owned or leased, complies with all provisions of the **Americans with Disabilities Act (ADA)**, administered by the US Equal Employment Commission. For more information, call 800-669-3362.
12. Additional numbers for utilities, **West Kern Water District**, 661-763-3151, **PGE** 800-743-5000, **Bright House Cable** 800-734-4615, **Sewer and Refuse** City of Taft, 661-763-1350 ext. 21.

*If you are starting up a business, you may want the assistance of a lawyer, accountant and insurance broker. The use of these services early in the start-up of your business may save you time, money and grief. If you need assistance in finding one of these professionals in Taft, the City can help you. We also encourage you to join the Taft District Chamber of Commerce and the Westside Business Association. The City can also set-up, at no cost to you, counseling from the Weill Institute SBDC. **Please Note: Before a City Business License can be issued, the building must be inspected and signed off by the City Building Department, City Planning Department, Kern County Fire Department, City Public Works Department, and the City Police Department.***