

**CITY OF ALAMEDA**  
**2263 Santa Clara Avenue, Room 220**  
**Alameda, CA 94501**  
**510-747-4851**

**PROCEDURE FOR STARTING A BUSINESS**

If you are conducting a business in the City of Alameda, please follow the steps below to obtain the necessary permits to get your business started.

**STEP 1 – OUTSIDE AGENCIES**

**FICTITIOUS BUSINESS NAME /IMPORT-EXPORT/ SELLERS PERMIT/COTTAGE FOOD PERMIT**

- Fictitious Business Name petitions are required for businesses with business names that do not include the full name of the owner or name of the corporation. File a petition at:
  - *County Clerk's Office* at 1106 Madison Street, Oakland, CA  
phone (510)272-6363, website [www.acgov.org](http://www.acgov.org)
- Import-Export licenses are required for exportation. Apply for a license at:
  - *Oakland U.S. Export Assistance Center* at 1301 Clay Street, Suite 630N, Oakland, CA  
phone (510)251-7352, website [www.buyusa.gov/oakland](http://www.buyusa.gov/oakland)
- Seller's Permit/Resale Numbers are required for retailers, wholesalers, and manufacturers. Apply for a permit at:
  - *CA Board of Equalization* at 1515 Clay Street, Suite 303, Oakland CA  
phone (510)622-4100, website [www.boe.ca.gov](http://www.boe.ca.gov)
- Cottage Food permits are required if you are going to prepare approved food from your home kitchen. Apply for a permit at:
  - *Alameda County Environmental Health* at 1131 Harbor Bay Parkway, Alameda, CA  
phone (510)567-6700, website <http://www.acgov.org/aceh/index.htm>

**EMPLOYER IDENTIFICATION NUMBER IRS/CA EMPLOYMENT DEVELOPMENT DEPARTMENT**

- Employer Identification Numbers are required if you plan to hire employees. Apply for a ID number at **BOTH**:
  - *Internal Revenue Service (IRS)* at 1301 Clay Street, South Tower, Suite 160, Oakland CA  
phone number 1(800)829-1040
  - *CA Employment Development Department* at 7700 Edgewater Drive, Oakland, CA  
phone number 1(800)300-5616

**STEP 2 – PLANNING DIVISION**

**ZONING CLEARANCE OR HOME OCCUPATION REGISTRATION**

- Zoning Clearance is required if you are conducting a business from a non-residential location within Alameda. The purpose of the Zoning Clearance is to certify that proposed business activities will be in compliance with the City's zoning regulations.

- Home Occupation registration is required for all businesses that are conducted from a residence within Alameda. A one-time processing fee of \$ 158.22 is required at the time of registration.
- Complete either of these forms in person or online by visiting:
  - *City of Alameda Permit Center* at 2263 Santa Clara Ave, Room 190, Alameda, CA phone (510) 747-6805
  - *ePermits* website at <https://aca.accela.com/alameda/Default.aspx>

### **STEP 3 – BUILDING DIVISION**

#### **CERTIFICATE OF OCCUPANCY OR TENANT IMPROVEMENT PERMIT**

- Certificate of Occupancy permits are required if you are a new tenant moving into a building to ensure that the business use meets all Building Division requirements. Apply for a certificate at:
  - *City of Alameda Permit Center* at 2263 Santa Clara Ave, Room 190, Alameda, CA phone (510) 747-6800
- Tenant Improvement permits are required if you plan to remodel or make any changes in the building. Apply for a permit at:
  - *City of Alameda Permit Center* at 2263 Santa Clara Ave, Room 190, Alameda, CA phone (510) 747-6800

### **STEP 4 – FINANCE DEPARTMENT**

#### **BUSINESS LICENSE AND BIA FEES**

- Business Licenses are required if you are conducting a business in Alameda including a home-based business or online business, residential and commercial real estate rentals, and vacation rentals. Apply for a license at:
  - *City of Alameda Finance Department* at 2263 Santa Clara Avenue, Room 230, Alameda, CA, phone (510)747-4851, website [www.alamedaca.gov](http://www.alamedaca.gov)
- Business Improvement Area (BIA) fees are required in addition to the Business License fees if your business is within a BIA on Park Street or Webster Street. Contact the BIAs at:
  - *Park Street BIA: Downtown Alameda Business Association (DABA)* – (510)523-1392
  - *Webster Street BIA: West Alameda Business Association (WABA)* – (510)523-5955

### **NEED MORE HELP?**

- The City of Alameda Economic Development Division is available to help you plan and start your business by providing information and resources. Contact Economic Development at:
  - *City of Alameda* at 2263 Santa Clara Ave, Alameda, CA phone (510)747-6890
  - email [econdev@alamedaca.gov](mailto:econdev@alamedaca.gov)