

**WELCOME** to the City of Pomona! There are several things to do when opening a business. The important information provided below will help you succeed.

**SELLERS PERMIT** is required if you sell tangible personal property. Retailers and wholesalers are required to have a sellers permit.

In Person – State Board of Equalization  
1521 W. Cameron Ave., Suite 300  
West Covina, CA 91790  
(626) 480-7200

**DIRECTIONS:** West on the San Bernardino (10) Freeway exit West Covina Parkway south on Toluca Ave., turn west on Cameron Ave.

**FICTITIOUS NAME:** If the name of your business does not include your individual surname, contact:

County Clerk/Registrar/Recorder's Office  
12400 E. Imperial Highway  
Norwalk, CA 90650  
(562) 462-2177

**DIRECTIONS:** Southeasterly of the intersection of the 5 and 605 freeways. From the Santa Ana (5) Freeway, exit on Imperial Highway East. Parking is at corner of Volunteer Ave. and Imperial Highway.

**HEALTH PERMIT** If your business serves or sells any food products, please contact:

Environmental Health, County of  
Los Angeles  
Dept. of Health Services  
1435 West Covina Parkway, Room 10  
West Covina, CA 91790  
(626) 813-3380

**DIRECTIONS:** West on the San Bernardino (10) Freeway, exit West Covina Parkway south.

**FEDERAL EMPLOYER ID NUMBER:** Is required for partnerships, corporations, trusts, and non profit organizations.

1. Complete a SS4 Form
2. Call: (800) 829-4933 during business hours, 6:00 a.m. to 6:00 p.m.
3. They will issue you a number over the phone to be entered on the corner of the form.
4. Then mail to:

INTERNAL REVENUE SERVICE  
ATTENTION: STOP 28206  
FRESNO, CA 93888

## **BUSINESS LOCATED IN POMONA FROM A BUSINESS LOCATION**

Requires:

- Application for Business License
- Zoning Clearance
- Statement of Intended Use
- Statement of Understanding
- Payment of Base Fee

(Dependent on the type of business and any other requirements set in code for various types of businesses).

**REQUIRES SOCIAL SECURITY NUMBER/FEDERAL ID NUMBER AND/OR STATE BOARD OF EQUALIZATION NUMBER BEFORE LICENSE CAN BE ISSUED.**

## **BUSINESS CONDUCTED FROM A HOME**

Any business conducted from a home is considered an "office only" and requires:

- Application for Business License
- Home Occupation Permit-w/Landlord signature
- Statement of Understanding
- Base Fee for Business License
- Home Occupation Permit-One time fee per location \$120<sup>32</sup>