



## Checklist for Starting a Business

### Develop a Business Plan

For an article that will walk you through the process of writing your business plan, visit:  
<https://www.sba.gov/business-guide/plan/write-your-business-plan-template>

### Join Your Local Chamber of Commerce

The Lompoc Chamber is an association of over 400 member businesses, non-profit organizations and individuals committed to promoting and maintaining a strong economy and quality of life in the Lompoc Valley. Included in our services to members are business education and promotion, referrals, networking opportunities, community/business events and the primary source for community information. One of the first things a new business owner should do is join their local Chamber and take advantage of these opportunities.

Lompoc Valley Chamber of Commerce & Visitors Bureau  
PO Box 626 / 111 South I St.  
Lompoc, CA 93438  
805.736.4567  
[www.lompoc.com](http://www.lompoc.com)

### Additional Resources

Visit the Chamber's economic development page for a list of business support organizations and resources that help both current business owners and entrepreneurs in any stage of development. The list of resources should help with information about how to start or grow a business or relocate a business to Lompoc. [www.lompoc.com/economic-development.html](http://www.lompoc.com/economic-development.html)

SCORE <https://www.score.org>

WEV (Women's Economic Ventures) <http://www.wevonline.org>

SBA 10 Steps to Start Your Business <https://www.sba.gov/business-guide/10-steps-start-your-business/>



## Frequently Asked Questions

### **What legal structure do I need to have to start a business?**

There are a variety of legal forms your business can take, from sole proprietorship, limited liability company or incorporation. You may wish to discuss these options with a legal professional or business counselor to determine which may be the best fit for you.

### **How do I register my business name or set up a legal structure?**

Any person who regularly transacts business, under a fictitious name, in the County of Santa Barbara is required to file a Fictitious Business Name Statement with the Clerk-Recorder within 40 days of first transacting business. For a fictitious business name search tool, an online form for filing the fictitious business name and more information, visit:

<http://www.sbcvote.com/clerkrecorder/FictitiousBusinessName.aspx>

### **Do I need an Employer Identification Number (EIN)?**

You may not need an EIN if you are a sole proprietor with a valid social security number and no employees. If you will have employees, you will need a federal identification number and a state tax identification form. An EIN is secured from the Federal Internal Revenue Department by completing a form. There is no charge. For more information visit:

<https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

### **Do I need a seller's permit?**

If you will be selling tangible products, you will need to collect state sales tax. You can apply for a seller's permit at no charge through the State Board of Equalization here: <http://boe.ca.gov/info/reg.htm>

### **Do I need a business license?**

To open a new business or transact business in the City of Lompoc, you will need to apply for a Business Tax Certificate (License). There are several types of businesses/organizations that may apply for an exemption from the Business Tax Certificate, including veterans and religious organizations. For more information, call the City Clerk's office at 805.875.8241 or visit:

<http://www.cityoflompoc.com/clerk/btr.htm>

### **Will I need other permits to start my business?**

Part of the California Governor's Office of Business and Economic Development, the CalGold website assists you in finding appropriate permit information for your business. It also provides contact information for the various agencies that administer & issue these permits. For more information, visit:

<http://www.calgold.ca.gov/>



### **Where do I get capital to start a business?**

The U.S. Small Business Administration (SBA) has delivered millions of loans, loan guarantees, contracts, counseling sessions and other forms of assistance to small businesses. The Los Angeles District Office serves Santa Barbara County and is a full-service financing office offering Microloans, 7(a), 504, CAPLines, Community Advantage, Export Working Capital, and SBA Express Programs. Technical assistance is readily available through an extensive network of three SCORE chapters, four Women Business Centers and nine Small Business Development Centers. For more information, visit:

<https://www.sba.gov/> - U.S. Small Business Administration (SBA)

<http://www.sbcountysbdc.org/> - Santa Barbara County Small Business Development Center (SBDC)