

Starting a new business can be both exciting and challenging

There are several key steps to starting a new business in Maywood. Although the steps will vary according to the type of business you intend to start, the following seven steps will help guide you in the right direction

The City of Maywood offers a business-friendly environment and welcomes business development. City staff is dedicated to ensuring your success in Maywood!

Please use this guide and any other resources provided free by organizations listed in this guide. Remember that the following steps may vary depending on your type of business, but be advised that you don't necessarily need to finish a step before starting another. On the contrary, working multiple steps at once will allow you to open that business quickly.

Don't hesitate to contact the Maywood Licensing Department for any assistance that you may need to start a successful business in Maywood! Call us at (323) 562-5704, during our office hours of 8:00 AM to 5:00 PM, Monday through Friday.

Click Here: [Starting Business Brochure-English.pdf](#) & [Folleto Para Iniciar Su propio Negocio-Spanish.pdf](#)

The Seven Steps to Starting a Successful Business in Maywood

Step 1 Assess your Needs and Location, and Construct a Business Plan

While there is no way to eliminate all start up risks, thorough planning and preparation can greatly improve your chances of success. Creating a business plan will help evaluate your needs and talents and will reduce the risks commonly associated with starting a new business. A business plan also acts as a guide, mapping out the course of your business. Will your new endeavor occupy an existing structure, or will you construct your own building? Are there tax incentives and loan programs that can help your business launch into clearer skies? Building a business plan and assessing your needs will ensure smoother sailing for your new venture. There are many free resources on the web that can help you to construct a comprehensive business plan. Visit the Small Business Administration website at www.sba.gov/smallbusiness/planner/index.html

Remember, if you fail to plan, plan to fail.

Step 2 Checking Zoning Regulations

Location is vital to your success. The City of Maywood has specific zones based on the type of business being conducted (i.e. retail, office, factory). Before finalizing any location plans or lease agreements, check with the Building and Planning Department to see if your location is zoned for your type of business and verify if any special permits are required. Zoning regulates the type of business activity that may take place at any particular property within the City. You must also obtain permits if you plan on operating your business from home. Contact the Building and Planning Department at (323) 562-5723, or visit City Hall at 4319 E. Slauson Avenue, Monday through Friday, 8:00 AM to 5:00 PM. Location is vital to your success. The City of Maywood has specific zones based on the type of business being conducted (i.e. retail, office, factory). Before finalizing any location plans or lease agreements, check with the Building and Planning Department to see if your location is zoned for your type of business and verify if any special permits are required. Zoning regulates the type of business activity that may take place at any particular property within the City. You must also obtain permits if you plan on operating your business from home. Contact the Building and Planning Department at (323) 562-5723, or visit City Hall at 4319 E. Slauson Avenue, Monday through Friday, 8:00 AM to 5:00 PM.

Step 3 Establish a Business Structure

Business structures affect your income taxes and levels of personal liability. If your business will be established as a corporation, S corporation, limited liability company, or partnership, you must register with the Secretary of State's Corporate Legal Unit. This office can also supply you with the forms and tools you need, including the Name Availability Unit, which will help find available corporate names for your business. For more information, call (916) 657-5448, or visit: www.sos.ca.gov/business/corp/corp_naav.htm

Step 4 Obtaining Important Permits

The City ensures that all structures are safe for occupancy and use through the issuance of building and occupancy permits. Permits are required for all new construction and in most cases for building modifications, replacements, and remodeling. Even if the lease space that you have selected requires no remodeling, all new businesses in the City of Maywood must first apply for an occupancy permit. Contact the Building and Planning Department for an occupancy permit application (323) 562-5723.

Depending on the type of your business, you may also need permits for a variety of uses, including signage and food vending. To find out what other permits may be required, contact the Building and Planning Department. Businesses selling tangible goods in the State of California must apply for a Seller's Permit/Resale Number by contacting the State Board of Equalization at (916) 227-6700. For a complete reference of regional, state, and federal permits required in California, visit www.calgold.ca.gov

Step 5 Register a Fictitious Name and Obtain a Business License

If you give your business a name other than your own, you must file a Fictitious Business Name Statement with the Los Angeles Registrar-Recorder/County Clerk's office. For more information call (562) 462-2177 or visit their website www.lavote.net/Clerk/Business_Name.cfm

Once you have registered your fictitious name, you will need to obtain a business license from the City. This can only be done after you have received an occupancy permit (see Step Four). Home-based businesses, self-employed persons, and independent contractors must also obtain a business license. To apply for a City business license, contact the Finance Department at (323) 562-5700 or stop by at City Hall at 4319 E. Slauson Avenue in Maywood.

Step 6 Check Tax Information

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Step 7 Obtain Employer Identification Numbers

If you plan to hire employees, you must first obtain Employer Identification Numbers. Hiring employees requires paying additional taxes, creating employee eligibility standards, obtaining worker's compensation insurance, and a whole set of other responsibilities. Employer ID numbers may be obtained by completing SS-4 forms provided by the Internal Revenue Service (IRS). Contact the IRS for these forms at (800) 829-1040 or visit the IRS web site at www.irs.gov

