



## Business Startup Checklist

*Starting a business is an exciting proposition, but it's also an incredibly challenging undertaking. The resources in this section will help you learn about what it takes to start a business.*

- ☑ **Make a Business Plan:** The business plan generally projects 3-5 years ahead and outlines the route a company intends to take to reach its yearly milestones, including revenue projections.
  - The U.S. Small Business Administration has several sample Business Plans and Guides to get you started. <https://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/how-write-business-plan>
  - Once you are ready to write a Business Plan, check out <https://www.sba.gov/tools/business-plan/1>. The SBA's Business Plan Tool provides you with a step-by-step guide to help you make a successful Business Plan
- ☑ **Choose your Business Structure:** The business structure you choose will have legal and tax implications. Learn about the different types of business structures and find the one best suited for your business.
  - <https://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/choose-your-business-stru>
- ☑ **Choose and Register Your Business:** Choosing and registering your business name is a key step to legally operating your business.
  - If using a Fictitious Business Name or DBA (Doing Business As), you must file and register with the Orange County Clerk-Recorder Department: <http://ocrecorder.com/services/fictitious>
  - If considering starting a corporation (stock or non-profit), a limited liability company or a partnership, you must file and register with the Secretary of State's Office: <http://www.sos.ca.gov/business-programs/business-entities/>
- ☑ **Apply for any Required Permits and Licenses:** To run your business legally, there are certain federal and state licenses and permits you will need to obtain.
  - For a complete list of Federal licenses required for your business: <https://www.sba.gov/content/what-federal-licenses-and-permits-does-your-business-need>
  - For a complete list of California state licenses required for your business: <http://www.calgold.ca.gov/>

*The guide is provided as a public service and is not warranted to be all inclusive. If you require further assistance, please contact City of Newport Beach Revenue Department at 949-644-3141 or [revenuehelp@newportbeachca.gov](mailto:revenuehelp@newportbeachca.gov)*



# CITY OF NEWPORT BEACH

- ☑ **Apply for a City of Newport Beach Business License**
  - <http://www.newportbeachca.gov/government/departments/finance/revenue-division/business-license>
  - For additional business licenses (depending on your business):  
<http://www.newportbeachca.gov/government/departments/finance/revenue-division/applications-permits-and-forms>
- ☑ **Learn about Business Law, Regulations, and Responsibilities**
  - General Business Laws: <https://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/business-law-regulations>
- ☑ **Finance your Business:** Improve your odds of business success by understanding your financing needs as well as the options that are available to help you start, manage and grow your business.
  - Finance Information: <https://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/preparing-your-finances/understanding-basics>
  - Loans, Grants, and Funding: <https://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/loans-grants-funding>
- ☑ **Filing and Paying Taxes:** Find out if your business needs to obtain a tax ID and what the benefits and requirements are.
  - General Tax Information: <https://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/establishing-business/taxes>
- ☑ **Determining Business Location:** These resources can help ensure your small business is compliant with leasing terms and zoning ordinances. It also provides information about buying or leasing equipment or buying government surplus.
  - <https://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/establishing-business/choosing-location-equipment>
- ☑ **Hiring Employees:** Learn about employment and labor laws to make sure your business is in compliance.
  - <https://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/establishing-business/hiring>
- ☑ **Open Business:** Congratulations, you have successfully started your business! We appreciate your decision to locate your business in Newport Beach.

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