

TOWN OF COLMA CITY COUNCIL

Helen Fisicaro, Mayor
Raquel "Rae" Gonzalez, Vice Mayor
Joanne F. del Rosario, Council Member
Joe Silva, Council Member
Diana Colvin, Council Member

SENIOR STAFF

Bill Norton, Interim City Manager
Jon Read, Chief of Police
Roger Peters, City Attorney
Cyrus Kianpour, City Engineer
Brad Donohue, Public Works Director
Michael Laughlin, City Planner
Brian Dossey, Director of Recreation Services
Lori Burns, Human Resources Manager



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12/2013

USEFUL CONTACT INFORMATION

COLMA

*Business License, Code Enforcement
Zoning Requirements, Sign Permits*
Planning Department—650-757-8888

Building Permits and Inspections
Building Division—650-757-8888

Fire Inspection
Colma Fire Protection District—650-755-5666

Chamber of Commerce Membership
Colma-Daly City Chamber—650-755-3900
www.dalycity-colmachamber.org

SAN MATEO COUNTY

Fictitious Business Name
County Clerk-Recorder's Office—650-363-4712
www.smcare.org/clerk/fictitious

Food Permits
Environmental Health Services—650-363-4305
www.co.sanmateo.ca.us/portal/site/health

STATE OF CALIFORNIA

Incorporation, Limited Partnerships
Secretary of State—916-657-5448
www.sos.ca.gov/business/be

Permit to Sell Alcohol
Alcohol Beverage Control—415-557-3660
www.abc.ca.gov

Resale License
Board of Equalization—415-356-6000
www.boe.ca.gov/info/reg.htm

Other State Licenses

Department of Consumer Affairs—800-952-5210
www.dca.ca.gov

Contractors State License Board—800-321-2752
www.cslb.ca.gov

Tax Information

Franchise Tax Board—800-852-5711
www.ftb.ca.gov

Unemployment, Disability Insurance, Payroll Taxes
Employment Development Dept—650-363-4305
www.edd.ca.gov

Workers' Compensation Insurance

Department of Industrial Relations—415-703-4600
www.dir.ca.gov/DWC/Employer.htm
State Compensation Insurance Fund—
415-974-8000
www.statefundca.com/employers

FEDERAL

Employer Identification Number, Tax Information
Internal Revenue Service—800-829-1040
www.irs.gov/businesses

General Advice

U.S. Small Business Administration—415-744-6820
www.sba.gov

OTHER RESOURCES

Service Corps of Retired Executives (SCORE)—
415-744-6827
www.sfscore.org

Renaissance Entrepreneurship Center—
415-647-3728
www.rencenter.org

STARTING A BUSINESS IN COLMA

TOWN OF COLMA



CALIFORNIA

IT'S GREAT TO BE ALIVE AND DOING BUSINESS IN COLMA

WHY COLMA

The Town of Colma, known world-wide as the "City of Souls," is a unique, diverse community of 1,600 residents located on the San Francisco peninsula. It is a regional destination known for its cemeteries, shopping centers and auto sales district. In spite of its urban setting between the cities of Daly City and South San Francisco, the Town maintains a "small town" feeling for its residents and many visitors.

Colma's commercial buildings make a distinct architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm all its own, from its brick-paved residential streets and ornamental street lamps to its historical museum and restored railroad depot located at its Historical Park and Community Center on Hillside Boulevard.

Within its two-square mile boundary, the Town enjoys a strong tax base, one of Northern California's most complete collections of car dealerships, two shopping centers and a cardroom. There are two BART stations nearby. Colma is also easily accessed via Highway 280.

The Town has a modern city infrastructure with a professional staff who are easily accessible to residents and local businesses. A monthly newsletter is distributed from Town Hall with timely information about the City Council agenda, upcoming community events and special interest articles.

This small-town approach to modern, municipal government reflects a commitment to both a thriving business climate and a harmonious relationship with residents.

WHERE TO BEGIN

The following are general checklists to get you started, based on information from SCORE, Service Corps of Retired Executives. All of the items may not apply to your business. Contact information can be found on the reverse side. See also *Colma Specific Requirements*.

Starting a Business

1. Prepare a business plan.
2. Get a business license.
3. Obtain a sellers permit.
4. File a fictitious name statement.
5. Draft a partnership agreement or incorporate with the Secretary of State.
6. Open a checking account.
7. Talk with an accountant about bookkeeping systems.
8. Set up bookkeeping systems.
9. Research insurance needs.

10. Draft contracts needed for customers/private contractors.
11. Develop brochure/logo/website.
12. Develop rate structure.
13. Print brochure, letterhead.
14. Prepare employee training manual.
15. Develop pay schedule.
16. Develop billing procedures.
17. File appropriate tax forms.
18. Develop market research/advertising.

Possible Set-Up Costs

- Lawyer for partnership agreement/lease review
- Filing fees—business license, permits, fictitious name
- Design of logo or other graphics
- Printing brochure, letterhead, flyers, etc.
- Development of website
- Market research
- Telephone system/answering machine
- Utilities
- Rent or purchase of a building
- Insurance
- Advertising
- Board of Equalization bond
- Laundry and cleaning
- Directories for customer contact
- File incorporation papers
- Fixtures/equipment/vehicles
- Office supplies
- Books and publications
- Chamber of Commerce membership
- Association dues

COLMA SPECIFIC REQUIREMENTS

Before applying for a business license in Colma and opening your business, there are items that you may need to address:

- Zoning requirements with the Town of Colma Planning Department
- IRS Employer Number
- DE-1 Form with the State Employment Development Department
- Fictitious Business Name Statement from the County
- Legal publication of Fictitious Business Name
- Seller's Permit—State Resale Number
- State license (contractors)
- State Workers' Compensation Insurance coverage
- Permit for selling food from the County Environmental Health Department
- Building permit for any exterior or interior modifications from the Colma Building Division
- Sign approval from the Colma Planning Department
- Fire inspection from the Colma Fire Protection District

UNINCORPORATED AREA

If you are operating a business in the unincorporated area adjacent to the Town of Colma, you are subject to the requirements and procedures of San Mateo County. Contact the Planning and Building Department at 650-363-4161 for more information.