



*City of Santa Maria*  
*Administrative Services*



**City of Santa Maria**

## New Business Check List

This pamphlet is designed to help you take the first important steps to opening a new business or changing an existing one. It is intended as a general GUIDE to the many governmental agencies that are available to you, including the City of Santa Maria.

Many regulations vary according to the type and location of your business. This check list provides the address and telephone numbers of the agencies you may want to contact to help determine which regulations apply to your business.

City of Santa Maria  
Administrative Services  
Business License

110 East Cook Street  
Room 5  
Santa Maria, CA 93454

Phone: (805) 925-0951 Extension 422

Fax: (805) 925-2243

Website: [www.ci.santa-maria.ca.us](http://www.ci.santa-maria.ca.us)

Email: [buslic@ci.santa-maria.ca.us](mailto:buslic@ci.santa-maria.ca.us)

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- File for a **Fictitious Business Name** at:  
County Clerk's Office  
511 East Lakeside Parkway  
Santa Maria/Phone: (805) 346-8370
  - To inquire about permits that may be required for your type business, contact:  
**Health Permit**  
Environmental Health  
2125 South Centerpointe Parkway  
Santa Maria/Phone: (805) 346-8460
  - **State Contractor's License**  
Phone: (800) 321-2752  
Website: csib.ca.gov
  - Contact the **State Board of Equalization** for a seller's permit and/or sales tax information at:  
4820 McGrath Street Suite 260  
Ventura/Phone: (800) 400-7115  
Website: boe.ca.gov
  - Contact the **IRS** for a Federal Employer ID Number and/or tax exempt information at:  
2384 Professional Parkway  
Santa Maria/Phone: (800) 829-1040  
Website: irs.gov
  - Obtain the necessary **insurance**: Liability, Workers' Compensation, etc.
  - Contact the **Employment Development Department** for State of California employee related items: State Income Tax, Unemployment & Disability at:  
1410 South Broadway  
Santa Maria/Phone: (805) 614-1221
  - Contact the **Department of Alcohollic Beverage Control** for sale of alcoholic beverages at:  
3220 South Higuera Suite 305  
San Luis Obispo/Phone 543-7183  
Website: abc.ca.gov
  - Contact **County of Santa Barbara** for a county business license at:  
Tax Collector's Office  
511 East Lakeside Parkway  
Santa Maria/Phone (805) 346-8330
  - Contact **County of Santa Barbara** for a county home occupation permit at:  
Department of Planning & Development  
624 West Foster Road  
Santa Maria/Phone (805) 934-6250
  - Contact utility companies for early start of service.  
Gas: The Gas Company  
1954 South Broadway Suite J  
Santa Maria/Phone (800) 427-2200  
Electricity: Pacific Gas & Electric  
Phone: (800) 743-5000  
Water/Trash: City of Santa Maria  
Utility Billing Division  
110 East Cook Street, Room 6  
Phone: (805) 925-0951, Ext. 218, 217  
Hours: 8:00 a.m.-5:00 p.m.
- The information is not all inclusive and additional inquiries should be directed to the Finance Division, Business License at (805) 925-0951 extension 422. If you wish to visit the office in person, the Finance Division is located at 110 East Cook Street, Room 6, Santa Maria, CA. Office hours are 8:00 a.m.-5:00 p.m., Monday through Friday.