

BUSINESS TOOLKIT

Email: EDAdmin@ci.richmond.ca.us



Welcome to the City of Richmond! The Economic Development Department is dedicated to navigating your business needs. We are here to assist businesses on many fronts: connecting businesses to resources, relocating existing operations, workforce development, and facilitating business-to-business transactions. Feel free to reach us at (510) 620-6524.

Website: www.ci.richmond.ca.us/2766/Business-Development

BEGINNING STEPS

- Create a business plan. Explore and evaluate your business and personal goals.
- You don't have to do it alone! Check-out Richmond's Local Resources List.
- Capital is necessary for all businesses at some point to start up or expand.
- Check out available financing programs and learn more from the Governor's Office of Business & Economic Development
- It is often best to consult an attorney or tax professional for expert guidance.

BUSINESS NAME

- Every business needs a name!
- Businesses that do not include owner's name and portrays nature of business requires filing a fictitious business name statement with the Contra Costa County Clerk.
- www.contracostavote.gov/countyclerk/fictitious-business-name/

BUSINESS LICENSE

- All businesses / persons conducting business in Richmond are required to have a City of Richmond Business License.
- Zoning compliance is required for all, new, commercial business license applications. This is provided by city's Planning Division.

TAXES

- Register with the state and federal government for a Federal Employer Identification Number (FEIN).
- Businesses are required to file both State and federal tax returns.
- www.irs.gov/businesses/small-businesses-self-employed

HIRING

- If you hire employees, you must register with the State Department, Employment Development, within 15 days after your employees are hired.
- edd.ca.gov/Payroll_Taxes/New_Hire_Reporting.htm



Scan to schedule an appointment with the Economic Development team!

PERMIT AND LICENSES

- Certain types of businesses or events, may require permits or clearances from city, county, or state.
- Visit www.calgold.ca.gov to find the appropriate permit information for your business!

City of Richmond

- Fire Department - Fire Safety Permit for hazardous materials
- Richmond Rent Program - Fees and Permit for Rental Property
- Police Department - Permits for selling Tobacco and Marijuana
- Water Resource Recovery - Stormwater permit
- Building Division - Permit for improvements or construction to building
- Engineering Division - Permit for improvements in a public right-of-way

State (California)

- Board of Equalization - Seller's Permit
- Department of Alcoholic Beverage Control - Alcohol License
- Child Care State License
- Contractor State License

LOCAL RESOURCES

23rd Street Merchant's Association

www.23rdstreetmerchants.com - (510) 232-2926

CoBiz Richmond

www.cobizrichmond.com (510) 309-7107

Services:

Private & Shared Office Rental, On-demand Meeting Space, Hot Desking, Event Space, Production Space For Creative, Business Incubation, Editing Stations for Creatives, Entrepreneurial and Wellness Programs

Renaissance Entrepreneurship Center

www.rencenter.org (510) 221-2000

Services:

English- and Spanish-language training, Access to capital and resources, Special programs for women, Business incubation and ongoing support that assists clients in developing the skills, confidence and networks needed to succeed as small business owners

East Bay Economic Development Alliance

www.eastbayeda.org (510) 272-6746

East Bay Small Business Development-Center

www.eastbaysbdc.org/ (510)885-4801

Cooperation Richmond

info@cooperationrichmond.org

Services:

Cooperative Education, Matchmaking, Assessment, Coaching, and Capital, credit development and financial literacy

Point Richmond Business Association

www.pointrichmondbusiness.com

Richmond Main Street Initiative

www.richmondmainstreet.org (510) 236-4049

Services:

Local Business Planning & Development, Local Financial Services & Alternative Lending, Legal Resources for Small Business, National Business Resources, Resources for Women, Small Business Certifications & Procurements Resources, Sustainable Business Resources & Practices, E-commerce resources,

Community 1st Lending

www.community1stlending.org

Services:

.Small business loans range from \$5,000 to \$100,000 with \$150 up-front loan application fees and 2% origination fees at closing. Mortgage Lending Services for first-time homebuyers, refinancing, or real estate investors.

Consumer credit loans to improve credit and build personal prosperity

Richmond RCF Connects

www.rcfconnects.org (510) 234-1200

Services:

SparkPoint Financial Services (budgeting, financial services, job/career services, free tax preparation, business development), Housing Renovation Program (homeownership), Black Wealth Builders Fund (down payment assistance for first-time homebuyers)

Richmond Chamber of Commerce

www.rcoc.com (510) 234-3512

CITY CONTACTS

City of Richmond

www.ci.richmond.ca.us

- Building Division- (510) 620-6868
- Business License Unit- (510) 620-6742
- Employment and Training- (510) 307-8014
- Engineering Division- (510) 307-8091
- Fire Department- (510) 307-8031
- Planning Division- (510) 620-6706
- Police Department- (510) 233-1214
- Richmond Rent Program- (510) 234-7368
- Water Resource Recovery- (510) 620-6594