

CITY OF GRAND TERRACE NEW BUSINESS GUIDE

OCTOBER 15, 2014



We're excited that you decided to open a business in the City of Grand Terrace! Grand Terrace is a great place to start and operate a business. We understand that navigating through the various government rules and regulations can be confusing. This guide will assist you through the different steps so you can quickly cut the grand opening ribbon on your business. Best of luck! Remember that the City of Grand Terrace is here to help.

Grand Terrace City Hall is open Monday-Thursday, 7:30 a.m. to 5:30 p.m. and is located at 22795 Barton Road, Grand Terrace, CA 92313.

Our Modified Counter hours are Monday-Wednesday, 7:30 a.m. to 12 noon, and Thursday from 1:00 p.m. to 5:30 p.m.

Business Startup Checklist

Once you decide to go into business the following steps need to be followed:

- Visit or call the City of Grand Terrace Planning Division at (909) 430-2217, before you sign a lease or purchase a property. **Planning approval is required before any new business can operate in the City of Grand Terrace.**

SIGN REGULATIONS All Signs (Permanent or Temporary) require approval from the Planning Division before any sign can be erected. This applies to banners, flags, pennants, balloons, human sign twirlers, etc. Information on sign requirements is located in Chapter 18.80, Signs of the Grand Terrace Municipal Code.

HOME BASED BUSINESSES If your business is to be located out of your home, you must apply for a Home Occupation Permit. Please note that there are restrictions on the types of businesses that can be conducted from home. Information on home occupation permits is located in Chapter 5.86 Home Occupation Permits of the Grand Terrace Municipal Code.

TENANT IMPROVEMENTS If you plan to make tenant improvements, renovations, or install equipment, Planning and/or Building review and approval is required, before such improvements are implemented.

- Register your business name and/or complete the legal structure:

If using a Fictitious Business Name or DBA (doing business as), you will need to register with the San Bernardino County Clerk's Office - (855) 732-2575 <http://www.sbcounty.gov/arc/FbnInfo.aspx>

If you are considering becoming a corporation (stock or nonprofit), a limited liability company or a Partnership (limited or limited liability), you must file with the Secretary of State's Office – (916) 657-5448 www.sos.ca.gov



Apply for any required other permits and licenses.

If your business is dealing with hazardous materials, clearance is needed from the County of San Bernardino Fire Department Office of the Fire Marshall. 909.386.8401 iwallace@sbcfire.org

If your business is selling or leasing tangible property, you will need a Sellers Permit from the State Board of Equalization – (800) 400 -7115 www.boe.ca.gov.

If your business intends to prepare and/or sell food of any type, you will need a Health Permit from the San Bernardino County Division of Environmental Health–(800) 442-2283. www.sbcounty.gov/dehs

If your business will sell or serve alcoholic beverages, you will need a license from the Alcoholic Beverage Control Board – (951) 782-4400 RIV.Direct@abc.ca.gov



Apply for a City of Grand Terrace Business License.

Complete a Business License application. (909) 430-2214. <http://cityofgrandterrace.org/index.aspx?NID=290>

You may apply for your business license when you start your planning and other agency reviews, however your business license will not be issued until all approvals are received.