



CITY OF MANTECA STARTING A BUSINESS 101

1

Identify your business type and operational model.

Requirements will vary from business type and operational model. Types include Home-Based; Brick & Mortar (physical location); Mobile Vending (food, other retail goods); Special Events; Temporary/Seasonal Events.

2 Identify a business location and consult Planning & Building Staff.

Before signing a lease/rental agreement or making significant investments, consult with Planning and Building Staff to discuss proposed business operations, any anticipated remodels or additions. Knowing the business location is essential in determining applicable permit and approval requirements. Without a confirmed business location guidance will be limited.

3 Determine requirements from San Joaquin County Environmental Health and other State regulatory agencies.

Many businesses are required to obtain permits or approvals from outside agencies before applying for a business license. Businesses that sell, store, handle, or prepare; food, chemicals, or hazardous materials typically need approval from County Environmental Health. Other business type may also require approval from State regulatory agencies such as the Department of Alcoholic Beverage Control, the Board of Barbering and Cosmetology, etc.

Building, Fire, Health & Safety codes and regulations mandate that commercial buildings, structures, open and accessible areas be safe to occupy before any business operations can occur. Plan for building improvements when occupying a vacant or older building. Renovations, improvements, or changes in business use to a commercial building generally must be designed and completed by a licensed professional.

4

Determine if assistance from a Licensed Professional is necessary.

Once all applicable permits and approvals have been identified, submit for permits, payments, and/or inspection requests. Ask about online permit submittal and processing.

5

Verify, obtain, and complete all applicable approvals, permits, and inspections.

6 Complete and pay for a Business License.

6

Disclaimer: the Business License Certificate is an annual tax fee that must be paid to maintain an active business status.

Consider joining the local Chamber of Commerce for amplified community exposure and networking opportunities.

7

Begin Business Operations!