



City of Laguna Niguel  
Community Development Department  
30111 Crown Valley Parkway  
Laguna Niguel, CA 92677  
949-362-4300  
[www.cityoflagunaniguel.org](http://www.cityoflagunaniguel.org)

## **BUSINESS INFORMATION & IMPORTANT PHONE NUMBERS - FORM 211**

**Fictitious Business Name:** Any person or entity carrying on a trade or business under a name, which does not include the owner's last name and portray the nature of the business must file a Fictitious Business Name ("d.b.a." "Doing Business As") statement.

### **County of Orange**

County Clerk-Recorder  
Fictitious Business Filing Division  
County Administration South Building  
601 N. Ross Street  
Santa Ana, CA 92701  
714-834-2500  
[www.ocrecorder.com](http://www.ocrecorder.com)

**Health Permit:** Businesses preparing and selling food must have building plans and equipment approved, and pass a facility inspection, prior to commencing business.

### **County of Orange**

Environmental Health Division  
Food Program  
1241 E. Dyer Rd., Ste. 120  
Santa Ana, CA 92705  
714-433-6000  
[www.ocfoodinfo.com](http://www.ocfoodinfo.com)

**Alcoholic Beverage License:** Any person or entity seeking to sell alcoholic beverages must be licensed. Apply for the license in person at county District Office and allow a minimum of 55 to 65 days to process the application. The law precludes issuance in less than 30 days.

### **Orange County ABC District Office**

2 MacArthur Place, Ste. 200  
Santa Ana, CA 92707  
657-205-3533  
[www.abc.ca.gov](http://www.abc.ca.gov)  
[SantaAna.abc.ca.gov](http://SantaAna.abc.ca.gov)

**Corporation, Company or Partnership Filings:** If you are considering becoming a corporation, (either stock or nonprofit), a limited liability company or a partnership (limited, limited liability, or general), you must file with the Secretary of State's Office.

### **Secretary of State**

Business Programs Division  
1500 11<sup>th</sup> Street  
Sacramento, CA 95814  
916-657-5448  
[www.sos.ca.gov](http://www.sos.ca.gov)

**Sales & Use Permit (Seller's Permit & Resale):** All business selling or leasing tangible property must obtain a Seller's Permit.

### **State Board of Equalization**

Sales/Use Tax Division  
Irvine District Office: 949-440-3473  
16715 Von Karmon Ave, Ste 200  
Irvine, CA 92606  
949-440-3473  
[www.boe.gov](http://www.boe.gov)

If you are looking for information on your Seller's Permit, Sales and Use Tax, or Business Taxes please contact the **California Department of Tax and Fee Administration** at 1-800-400-7115.

**Employer Identification Number (EIN or SSN):** Employers with employees, business partnerships, and corporations, must obtain an Employer Identification Number from the I.R.S. Businesses can obtain appropriate Federal income tax forms from this location.

### **US Department of Treasury**

Internal Revenue Service  
801 W. Civic Center Drive  
Santa Ana, CA 92701  
800-829-1040  
[www.irs.gov](http://www.irs.gov)

**Massage Therapy:** Requires a license from the Orange County Sheriff's Department. Certain City and County standards must be met in order to secure a license.

Contact: Bridgette Cuevas  
714-647-1868  
[bcuevas@ocsd.org](mailto:bcuevas@ocsd.org)  
Orange County Sheriff's Department  
[www.ocsd.org](http://www.ocsd.org)

### **Orange County Clerk-Recorder**

Laguna Hills Civic Center  
24031 El Toro Road, Suite 150  
Laguna Hills, CA 92653  
714-834-2500  
[www.ocrecorder.com](http://www.ocrecorder.com)

**For additional assistance, contact:**

### **Governor's Office of Business and Economic**

**Development:** This website assists you in finding appropriate permit information for your business. It also provides contact information for the various agencies that administer & issue these permits.

[www.calgold.ca.gov](http://www.calgold.ca.gov)

**BUSINESS MADE EASY**