

# Starting a Business in Mammoth Lakes

## A Step by Step Outline

### Step 1: Check before you sign a lease.



Schedule a meeting with Town of Mammoth Lakes staff to discuss your project. Don't get trapped in a lease or purchase before you've met with town staff to see if the location will work for your specific business. Town staff will share information on zoning, fire codes, occupancy, TOT compliance, etc.



### Step 2: Meet with Chamber staff.

Learn about the local business climate, business opportunities and what and who you should know to set yourself up for success.



### Step 3: Come up with a business name and a business plan.

Contact the Mono County Clerk to make sure no other business is operating under your proposed name. If you need help with your business plan, we offer free consulting to our members.

### Step 4: If needed, find commercial space.



If you need a physical space for your business, work with town staff to make sure the location will work. Check out our Chamber member realtors for advice on purchasing a commercial space.



### Step 5: Apply for a Business Tax Certificate.

This is your business license -- apply for one at the town's office.

### Step 6: If needed, get a TOT certificate.



If you're in the transient rental business (condo, Airbnb, hotels, etc.), you'll need a Transient Occupancy Tax (TOT) certificate for each unit. An inspection will be conducted by one of the town's approved inspectors.





### **Step 7: Learn about the Tourism Business Improvement District.**

If you're a restaurant, retail or lodging business, learn about TBID and determine if you should submit an appeal for a Type 2 or Type 3 business.



### **Step 8: Learn about federal/state taxes.**

Get familiar with federal and state taxes and the agencies that set them.

### **Step 9: File a DBA.**



File a Fictitious Business Name statement, aka a "doing business as" or "dba" statement with Mono County. Corporations or LLCs must also provide a copy of their Articles of Incorporation filed with the Secretary of State with their Fictitious Business Name statement.

### **Step 10: Look into getting a State Resale Permit or seller's permit.**



Contact the California Department of Tax and Fee Administration to figure out if you need a resale or seller's permit to operate.

### **Step 11: For restaurants...**



Get a health permit from the Mono County Environmental Health Department. If you'd like to serve alcohol, get a license from the Bakersfield Alcoholic Beverage Control (ABC) Office. Contact the Water District about a FOG discharge permit application to determine if FOG (fats, oils and grease) pre-treatment is required.

### **Step 12: If you plan to have employees...**



You need an Employer Identification Number (EIN) aka a Federal Tax Identification Number. Learn more from the IRS. You can get more info on laws that relate to employers and safety from the BLS and OSHA.

Find more information about Business Tax Certificates, key contacts and other resources for starting your business at [MammothLakesChamber.org](http://MammothLakesChamber.org).

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