



New Business License Checklist

Welcome to the Sunny Side of the Valley! Coalinga is “*the most business-friendly city in the State of California*” as the Business View Magazine wrote on December 1, 2022. We are excited to see your new business flourish in our community.

Your business is important to our community. To quickly expedite the request, we have put together the following checklist that should be addressed before obtaining a new business license. Provide a copy of the following documents as it applies to your business:

Business License Application

For an application, contact the City of Coalinga Financial Services Department at finance@coalinga.com or call (559) 935-1531.

Seller’s Permit

The State of California requires a Seller’s Permit if you:

- a. Are engaged in business in California and
- b. Intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail.

Contact the State of California Department of Tax and Fee Administration at <https://www.cdtfa.ca.gov/services/>

Worker’s Compensation Insurance Certificate

Failure to secure worker’s compensation coverage is unlawful and shall be subject an employer to criminal penalties and civil fines up to \$100,000

Zoning Clearance

To obtain a zoning clearance, call (559) 935-1533 or email Kristi Anderson at kanderson@coalinga.com.

Fictitious Name Statement

For information on how to file, contact the Fresno County Clerk Office. www.fresnocountyclerk.com/

Health Department Inspection Report/License

The Fresno County Department of Public Health (FCDPH) Environmental Health Division (EH) is mandated by State and Federal law to perform inspections that protect public health

<http://www.fresnohealthinspections.org/>

Copy of Contractor’s License

Contact the Contractors State License Board for more information on obtaining a current license.

<https://www.cslb.ca.gov/>

Fire Inspection

The Fire Battalion Chief will inspect the property and building to ensure they comply with the fire codes. For more information, contact Justin Milligan at jmilligan@coalinga.com and cc Mariana Soto at msoto@coalinga.com or call 559-935-1652.

Congratulations and best of luck on your business venture!

This form is for your records only. It is not required by the City to have a copy.