

SMALL BUSINESS ASSISTANCE



**Port Hueneme City Hall
250 N. Ventura Road
Port Hueneme, CA 93041
(805) 986-6500**

BUSINESS RESOURCES

Many owners of small businesses have specific legal, financial, and training questions that go unanswered, and not just for start-up or times of expansion. Day-to-day operations of small to medium-sized businesses encounter many challenges. This is why the City of Port Hueneme, in conjunction with other governmental agencies, can serve as a liaison to various resources, incentives, and training for businesses that wish to start, relocate, or expand their business in the City.

The following contacts have been developed to assist you with counseling, training, and financial programs currently available to our local businesses. Many of these programs can be researched by visiting the websites listed, or calling or visiting the agency offices.

- [Economic Development Collaborative-Ventura County \(EDC-VC\)](#) The EDC-VC offers free confidential help for businesses with fewer than 200 employees. Whether your business is ready to sprout or still searching for fertile ground, the EDC-VC can help you plan for growth, identify sources of financing, and learn other key business tactics. You can contact them by phone at (805) 384-1800 or visit their website at www.edc-vc.com.

- [Gold Coast Small Business Development Center \(SBDC\)](#) The SBDC offers free or low-cost consulting, financing, training and other special programs to any stage of business, whether they are start-ups or have existed for years. SBDC programs are fully available in Spanish, and in Cantonese and Korean on a limited capacity. You can contact them at the Ventura College Service Center at (805) 648-8925.
- [SCORE- "Counselors to America's Small Business"](#) SCORE is a non-profit association dedicated to entrepreneur education and the formation, growth and success of small businesses nationwide. SCORE volunteers provide free, confidential fact-to-face and e-mail counseling to America's entrepreneurs. Their website is www.score.org.
- [Ventura County Workforce Investment Board \(WIB\)](#) The WIB promotes workforce development in Ventura County by integrating employment, training, education and business services for job seekers, workers and employers.



You can contact them at (805) 652-7866 or visit their website at www.wib.ventura.org.

- [US Small Business Administration \(SBA\)](#) Since 1953, the SBA has provided financial, technical and management assistance to help Americans start, run and grow their business. The SBA is the nation's largest single financial backer of small businesses. You can contact the Glendale District Office at (818) 552-3210 or visit their website at www.sba.gov.
- [Port Hueneme Chamber of Commerce](#) The Chamber is a private, non-profit business assistance organization dedicated to fostering the continued growth and vitality of the business community. Membership with the Chamber provides a number of benefits, i.e. training seminars, legislative representation on pro-business issues, and networking opportunities. You can contact them at (805) 488-2023 and visit their website at www.huenemechamber.com.

The California Employment Development Department (EDD) EDD provides small business information and training regarding job placement and referrals, unemployment and training, labor market information, payroll taxes, and more. Their website is www.edd.ca.gov.

Women's Economic Ventures (WEV) WEV provides programming for women and men in areas of employment, economic and personal finance. It offers self-employment training and microloan programs. Today WEV provides services throughout Ventura County and licenses its training curriculum to organizations throughout the state. You can contact them by phone at (805) 604-9000 or visit their website at www.wevonline.org.



The Better Business Bureau (BBB) The BBB provides Business Reliability Reports; Dispute Resolution; Truth-In Advertising; Consumer and Business Education classes; and Charity Review Reports. Their website is www.santabarbara.bbb.org.

Starting a Business

Congratulations on your decision to start a business! While there is no single source that outlines all required procedures, the following steps have been developed to assist you in starting your business. Many of these steps can be researched and accomplished by visiting the websites provided.

The following information can assist you on the path to start your business:

Evaluate Your Needs, Determine Your Location and Create A Business Plan– Marketing support, location and a business plan shows you where you are in relation to where you want to be. Many businesses fail without a business plan, and furthermore, banks require one prior to considering your loan application. Information can be obtained at Gold Coast Small Business Development Center (SBDC) and US Small Business Administration (SBA). Both are featured in this brochure.

Determine a Business Name–You need to ensure that the name is not already being used. If the name you chose is anything other than your own legal name, you are required to file a fictitious business name statement. The statement is filed with the County of Ventura Clerk Recorder's Office. You can contact them at (805) 654-3790 or (805) 654-2263.

Determine the Business' Legal Structure– Several legal structures exist; your choice of legal structure will affect your income taxes and personal liability. Most businesses start as a Sole Proprietorship or a Partnership, which are legally the least complicated. Corporations and Limited Liability Companies must register with the Secretary of State. Contact your accountant or attorney for advice and assistance in determining the best legal structure for you and your business. California Secretary of State, 1500 11th St., Sacramento, CA 95814, (916) 653-6814. Website address www.sos.ca.gov.

Check Zoning & Building Regulations–Determining zoning, environmental requirements and needed tenant improvements prior to signing a lease or contract is imperative. Check with the City to see if the type of business you plan to operate is legal in the desired location. You should contact the City of Port Hueneme Planning Division at 250 N. Ventura Road, Port Hueneme, CA 93041 or call (805) 986-6500.

Obtain Important Permits and Licenses–The Business type chosen determines the licenses and permits needed to legally operate your business. For a list of regulated occupations and professional services contact the California Department of Consumer Affairs at 400 R Street, Sacramento, CA 95814, (800) 952-5210. Website address www.dca.ca.gov.

Get Tax Information–Several types of taxes may be levied on businesses including income tax, employment tax and the City's business tax. For City taxes, contact: City of Port Hueneme Finance Department at 250 N. Ventura Road, Port Hueneme, CA 93041, (805) 986-6526. For State taxes contact The Franchise Tax Board, Ventura Field Office at 4820 McGrath St., Suite 270, Ventura, CA 93003 (800) 852-5711.

Get a City Business License– To conduct business in Port Hueneme you must obtain a business license and pay an annual business license fee. A City business license is required prior to conducting any business activity in the City, even if your business is located outside the City's corporate limits. For more information and to obtain a business license application contact the City of Port Hueneme Finance Department at (805) 986-6526.

Acquire Employer Identification Numbers and Worker's Compensation Insurance– If you have employees, acquire employer identification numbers and Worker's Compensation Insurance. For an employer identification tax number and federal tax withholding information contact the Internal Revenue Service at (805) 445-4771.

Recruit & Train Employees–The Ventura County Workforce Investment Board (WIB) offers employers with work-ready employees. Contact the WIB at (805) 652-7684.