



# NEW BUSINESS CHECKLIST

## CITY OF HOLLISTER

- **Look BEFORE you Lease!**
- Building: Visit our Building Department before you sign a lease. A change of use (occupancy) in the building/property you plan to purchase or lease may require unforeseen costs. Consultation with the Building Department is FREE! CALL (831) 636-4355 DROP BY: 339 Fifth Street - Hours 7:30-12:00 p.m. and 1:00 p.m. to 4:30 pm. or EMAIL [building@hollister.ca.gov](mailto:building@hollister.ca.gov) .
- Check with the Health Department: Does your new business involve food preparation/sales, tattooing, body piercing, permanent cosmetics or a commercial swimming pool or spa. If so, you may need a Health Permit. Even if you locate your business in a building previously used for the same use, tenant improvements may be required by the Health Department to comply with recent changes to regulations. CALL: (831) 636-4035 EMAIL: Daryl Wong, REHS at [dwong@cosb.us](mailto:dwong@cosb.us) DROP BY: 351 Tres Pinos Road Suite C-1
- Check Zoning for Business Location: Check with the Planning Department to make sure the property you intend to lease is properly zoned for your business activity. Other factors to consider include regulations on business signs and parking at the location. If your business is based from your home and you live in the City, you will need a Home Occupation Permit. CALL (831) 636-4360 Extension 18 or 23 EMAIL DROP BY: 339 Fifth Street - Hours 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. or EMAIL [planning@hollister.ca.gov](mailto:planning@hollister.ca.gov)
- American With Disabilities Act (ADA): Making your business accessible is not a onetime endeavor, it is an ongoing responsibility. Various state and federal disability access laws apply to small businesses in California. Non-compliance can result in significant expense from defending and settling “drive-by” lawsuits. In order to find out if your business would comply with federal and state ADA requirements, you can hire a Certified Access Specialist (CAsp) inspector from the Department of State Architect. Call toll-free (866) 746-7840 or email [info@ADAaccessConsultants.com](mailto:info@ADAaccessConsultants.com)

- **Business Plan:** Schedule FREE review of your business plan with the Small Business Development Center (831) 424-1099, email or request a consultation the following LINK. [sbdc@calcoastal.org](mailto:sbdc@calcoastal.org) If you need help writing a business plan, the Small Business Administration offers a step-by-step tool to develop your Build Your Business Plan.
  
- **Business Assistance Programs:** Do you need help with gap financing? Seismic Retrofit of a building or American with Disabilities Act improvements? Here are some potential business assistance programs:
  - CALIFORNIA Capital Access Program for Small Business (CalCAP) loan reserve program.
  - Revolving Loan Fund
  
- **Links:** Here are some links:

Food facility permit, body art practitioner, and a Food Facility Checklist.

- <http://hhsa.cosb.us/wp-content/uploads/2017/02/Food-Facility-Permit-Application-2017.pdf>
- [Facility-Permit-Application-2017.pdf](http://hhsa.cosb.us/wp-content/uploads/2017/02/Facility-Permit-Application-2017.pdf)
- <http://hhsa.cosb.us/wp-content/uploads/2017/02/Body-Art-Practitioner-Application-for-Registration-2017.pdf>

Signs Permit Application.

<http://hollister.ca.gov/wp-content/uploads/2018/01/ADMINISTRATIVE-SIGN-PERMIT-APPLICATION-PACKET.pdf>

Home Occupation Permit Application.

[http://hollister.ca.gov/wp-content/uploads/2015/04/HOME-OCCUPATION-PERMIT\\_2015.pdf](http://hollister.ca.gov/wp-content/uploads/2015/04/HOME-OCCUPATION-PERMIT_2015.pdf)