



## BUSINESS RESOURCES AND OTHER HELPFUL INFORMATION



### **Air Quality Management District (AQMD)**

The AQMD is the local governing board which is responsible for protecting the public health from air pollution. Certain types of businesses require clearance from the AQMD. Following are examples of the types of machinery in certain businesses that require clearance: char broiler, dry cleaning machine; spray booth; and printing press. For more information go to [www.aqmd.gov](http://www.aqmd.gov) or call (800) CUT-SMOG (288-7664).

### **Board of Equalization (BOE)**

#### **Seller's Permit**

A Seller's Permit is required of individuals as well as corporations, partnerships, and limited liability companies, who are engaged in business in California and intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail.

#### **BOE Sales Tax (Seller's Permit) Field Office**

12440 E. Imperial Highway, Suite 200  
Norwalk, CA 90650  
(562) 466-1694

[www.boe.ca.gov/info/reg.htm#sales](http://www.boe.ca.gov/info/reg.htm#sales)

### **Business Taxes and Employer Identification Numbers**

Businesses are liable for taxes and should apply for an Employer Identification Number (EIN). However, due to the complexity of tax regulations, it is recommended that you seek advice from a certified public accountant and/or a tax attorney. The EIN will be used when filing federal income tax and payroll tax.

The State of California Tax Service Center offers information on required taxes for each type of business structure (Sole Proprietorship, Corporation, LLC, etc.) at: [www.taxes.ca.gov/index.html](http://www.taxes.ca.gov/index.html) .

#### **Internal Revenue Service**

Toll-free telephone within the United States: (800) 829-4933  
Washington, D.C. Headquarters: (202) 874-1460  
[www.irs.gov/businesses/index.html](http://www.irs.gov/businesses/index.html)

#### **Franchise Tax Board**

General Information Toll-free Telephone: (800) 852-5711  
Automated Telephone Service: (800) 338-0505  
[www.ftb.ca.gov/](http://www.ftb.ca.gov/)

### **Employment Development Department (EDD)**

The Employment Development Department offers many services for persons seeking jobs and for business owners such as job placement and referrals, unemployment

insurance, disability insurance, employment and training, labor market information, payroll taxes, and more! There are EDD offices throughout the State which offer various services. Visit the EDD website for more information and for a department phone directory at [www.edd.ca.gov/deptdir.htm](http://www.edd.ca.gov/deptdir.htm).

### **Graffiti Removal**

As a token of appreciation from the City Council, the City of Whittier offers a \$500 reward to any person who observes a graffiti vandal and files a report with the City's Police Department leading to the arrest of the graffiti vandal(s).

#### **Public Works Department**

24-Hour Graffiti Abatement Hotline: (562) 567-9560

Email: [graffiti@cityofwhittier.org](mailto:graffiti@cityofwhittier.org)

#### **Whittier Police Department**

To report graffiti in progress call: (562) 567-9240 or 9-1-1

### **Los Angeles County Registrar-Recorder/County Clerk**

#### **Fictitious Business Name Statement**

A fictitious business name statement (D.B.A. or "doing business as") must be registered with the County Clerk if the business is any of the following: sole proprietorship doing business under a name not containing the owner's surname; partnership; or, corporation doing business under a name other than its legal name.

#### **Los Angeles Registrar-Recorder/County Clerk**

12400 Imperial Highway, 2nd Floor

Searches: Room 2207, Filings: Room 2001

Norwalk, CA 90650

(562) 462-2177

[www.lavote.net](http://www.lavote.net)

### **Los Angeles County Economic Development Corporation (LAEDC)**

Founded in 1981, the LAEDC was created by the Los Angeles County Board of Supervisors to implement LA County's economic development program through land development, project financing and marketing activities. During its history, the LAEDC has evolved from being a facilitator of the County's industrial bond development program to being Southern California's premier economic development organization. The mission of the LAEDC is to attract, retain and grow businesses and jobs for the regions of LA County. The LAEDC offers various services and programs for businesses throughout the County.

#### **Los Angeles County Economic Development Corporation**

444 S. Flower Street, 34<sup>th</sup> Floor

Los Angeles, CA 90071

(888) 4-LAEDC-1

[www.LAEDC.org](http://www.LAEDC.org)

## **Occupational Safety and Health Administration (OSHA)**

The federal Occupational Safety and Health Act requires businesses to provide a safe work environment. OSHA is the main federal agency charged with the enforcement of safety and health legislation. The State of California offers an OSHA approved state program managed by the Department of Industrial Relations. Assistance is provided to employers regarding safety and health in the workplace through on-site visits, telephone support, publications and educational outreach. All services provided by Cal/OSHA Consultation are free to California employers.

### **CAL/OSHA Consultation Service**

Department of Industrial Relations  
2424 Arden Way, Suite 485  
Sacramento, California 95825  
Phone: (916) 263-5765  
Toll Free Assistance: (800) 963-9424  
[www.dir.ca.gov/dosh/consultation.html](http://www.dir.ca.gov/dosh/consultation.html)

### **OSHA (Federal Agency)**

For general questions and to report violations:  
(800) 321-OSHA (6742)  
[www.osha.gov](http://www.osha.gov)

## **Sanitation Districts of Los Angeles County**

The Sanitation District provides wastewater and solid waste management and turns it into resources such as reclaimed water, energy, and recycled materials. The Sanitation District charges for the privilege of connecting a parcel within the District to the District's sewerage system and also charges existing users for increasing the quantity of wastewater discharged. Be sure to contact the Sanitation District for more information and specific requirements for new businesses where plumbing fixtures are proposed to be added.

### **Sanitation Districts of Los Angeles County**

1955 Workman Mill Road  
Whittier, CA 90601  
(562) 699-7411  
[www.lacsd.org](http://www.lacsd.org)

## **SASSFA/Partners for Progress**

### **WorkSource Center**

SASSFA provides a variety of employee recruitment and training services for businesses.

### **SASSFA/Partners for Progress**

#### **WorkSource Center**

10400 Pioneer Boulevard, Ste. 9

Santa Fe Springs, CA 90670  
(562) 946-2237  
[www.sassfa.org](http://www.sassfa.org) or [www.pfpworksource.org](http://www.pfpworksource.org)

**Secretary of State  
Business Filings Section/Business Structure**

The Secretary of State operates the Business Program Division to assist businesses with filings for incorporation, limited partnerships, non-profit status, and other business classifications.

**Secretary of State Los Angeles Regional Office**

300 South Spring Street  
Room 12513  
Los Angeles, CA 90013  
(213) 897-3062  
[www.ss.ca.gov/business/business.htm](http://www.ss.ca.gov/business/business.htm)

**Secretary of State Document Filing Support Unit**

P.O. Box 944225 Sacramento, CA 94244-2250  
(916) 657-5448  
[www.ss.ca.gov/business/gp/gp.htm](http://www.ss.ca.gov/business/gp/gp.htm)

**Small Business Administration (SBA)**

The U.S. Small Business Administration (SBA) was created by the federal government to assist small business owners. The SBA website offers a plethora of information, tools and resources ranging from financial assistance information to business planning and much more.

**SBA Los Angeles District Office**

330 North Brand, Suite 1200  
Glendale, CA 91203  
(818) 552-3215  
[www.sba.gov](http://www.sba.gov)

**Southern California Edison  
Free On-site Business Energy Audits**

An Edison representative will conduct a review of your business and provide useful tips on how you can save energy and ultimately save money on your monthly bill.

**Southern California Edison**

1-800-736-4777  
[www.sce.com](http://www.sce.com)

**Whittier Area Chamber of Commerce**

The Whittier Area Chamber provides a wide variety of services for the business community from networking events to workshops and seminars throughout the year.

Businesses may gain the most value from the marketing opportunities offered. Often new businesses struggle to get customers in the door, the Chamber's marketing activities provide opportunities for you to establish a solid customer base. Additionally, the Chamber provides free ribbon cuttings and publicity for new businesses.

**Whittier Area Chamber of Commerce**

8158 Painter Avenue

Whittier, CA 90602

(562) 698-9554

[www.whittierchamber.com](http://www.whittierchamber.com)

**Whittier Police Department**

**Business Watch/Community Relations**

(562) 567-9209

**Code Enforcement**

(562) 567-9190

**Whittier Uptown Association**

The mission of the Whittier Uptown Association is "to promote the businesses located in the Uptown district through marketing and the production of quality events; to work with property owners and tenants to enhance the Uptown area by maintaining a safe and welcoming environment; and to communicate the collective interests of the Association and serve as a liaison to local government."

**Whittier Uptown Association**

6717 Bright Avenue

Whittier, CA 90601

(562) 696-2662

[www.whittieruptown.org](http://www.whittieruptown.org)

**Workers' Compensation**

California law requires all businesses with one or more employees to obtain workers' compensation. Information for employers can be obtained from the Division of Workers' Compensation Information and Assistance Unit; however, workers' compensation insurance coverage can be purchased from a licensed agent or broker. For more information on authorized insurers visit the CA Dept. of Insurance website at [www.insurance.ca.gov/](http://www.insurance.ca.gov/).

**Division of Workers' Compensation**

**Information and Assistance Unit**

**Department of Industrial Relations**

**Los Angeles Local Office**

320 W. 4th Street, 9th floor

Los Angeles, CA 90013

Local Office: (213) 576-7389

Automated Telephone Service: (800) 736-7401

[www.dir.ca.gov/dwc/landA.html](http://www.dir.ca.gov/dwc/landA.html)

## UTILITIES

### Cable

Charter Communications  
13300 E. Whittier Blvd.  
Whittier, CA  
(800) 681-9997  
[www.charter.com](http://www.charter.com)

Verizon  
(800) 483-4000  
[www.verizon.com](http://www.verizon.com)

### Electric

Southern California Edison  
(800) 655-4555  
[www.sce.com](http://www.sce.com)

### Gas

Southern California Gas Company  
(800) 427-2200  
[www.socalgas.com](http://www.socalgas.com)

### Telephone

Verizon  
(800) 483-4000  
[www.verizon.com](http://www.verizon.com)

### Trash

City of Whittier Solid Waste (Sanitation) Division  
(562) 567-9530  
[www.cityofwhittier.org](http://www.cityofwhittier.org)

Consolidated Disposal Service, Inc.  
(562) 946-6441  
[www.consolidateddisposalservice.com](http://www.consolidateddisposalservice.com)

Waste Management  
(800) 266-7551  
[www.wm.com](http://www.wm.com)

### Water

City of Whittier Public Works/Water Division  
(562) 567-9530  
[www.cityofwhittier.org](http://www.cityofwhittier.org)

Suburban Water Systems  
(562) 944-8219  
[www.suburbanwatersystems.com](http://www.suburbanwatersystems.com)

San Gabriel Valley Water Company  
(562) 699-1041  
[www.sgvwater.com](http://www.sgvwater.com)

This information was compiled by the City of Whittier Community Development Department as a courtesy to new and existing businesses. This list is not meant to be all inclusive of business resources and utility information. While every effort was made to ensure accuracy, there may be errors and omissions.

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