



***Starting a new business can be daunting, but it doesn't have to be. We'll guide you through ten steps you need to complete to get up and running. We will connect you to resources that will help you succeed.***

For more detailed information and additional resources:



## CONTACT US

### Economic Development

510-583-5540

EconDev@hayward-ca.gov

*Site Selection*

*Development*

*Workforce Assistance*



### Planning Division

510-583-4216

planning.division@hayward-ca.gov

*Zoning*

*Location*

### Revenue Division

510-583-4600

businesslicense@hayward-ca.gov

*Business License*

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



**Quick Start Guide:  
Starting a Business**

## Phase One

Research & Planning



1

### Market Research

Understand the market dynamics for potential customers and competitors

2

### Business Plan

Outline the organization structure, operations, and goals for growth

3

### Fund Business

Explore various funding sources to help launch and support your business

4

### Location

Select a site, verify zoning restrictions and obtain necessary permits

## Phase Two

Permits & Licenses



5

### Legal Structure

Decide if your business will be sole proprietorship, corporation, partnership, or limited liability company

6

### Business Name

Choose and register your business name with the County and/or Secretary of State

7

### Tax ID

Obtain Employer Identification Numbers, Federal (EIN) and State (SEIN). They are required to operate

8

### Permits & Licenses

Obtain City of Hayward business license to legally operate in the City

## Phase Three

Opening



9

### Hire Employees

Comply with local, state, and federal employment reporting, taxation, and withholding laws

10

### Open Business

Explore available resources to assist and grow your business

