



The Los Altos Business Checklist



Creating the right idea

1. Decide on a brilliant business idea.
2. Connect with [City of Los Altos Economic Development](#) at (650) 947-2620 or acarnesecca@losaltosca.gov for more detailed information about starting a business in Los Altos. It is crucial that you contact us early so that we can explain and assist you in meeting all requirements and open your business quickly!
3. Develop a comprehensive business plan.
4. Register a Fictitious Business Name with [the Santa Clara County Clerk's Office](#).



Finding the right location

5. Seek out potential locations for your business using a Commercial Real Estate Broker.
6. Verify your business type is a permitted use in those locations with [City of Los Altos Planning](#).
7. If you plan to do any tenant improvements or construction, discuss all potential plans with:
 - [City of Los Altos Planning](#) at (650) 947-2750
 - [City of Los Altos Building](#) at (650) 947-2752
 - [City of Los Altos Engineering](#) at (650) 947-2780
8. Apply for formal Zoning Approval with [City of Los Altos Planning](#).
9. Sign lease with property owner for specific space.



Opening the right way

10. Apply for a Business License from [City of Los Altos Finance](#).
11. If you are completing tenant improvements in the space and plan to create new signage, please apply for the necessary permits and complete all necessary inspections with:
 - [City of Los Altos Planning](#) at (650) 947-2750
 - [City of Los Altos Building](#) at (650) 947-2752
 - [City of Los Altos Engineering](#) at (650) 947-2780
14. Consider joining the [Los Altos Chamber of Commerce](#) and/or the [Los Altos Village Association](#).
15. Schedule a ribbon-cutting ceremony with the City of Los Altos Economic Development Division.
16. Open for business!

City of Los Altos Team

My name is Anthony Carnesecca and I am the Economic Development Coordinator with the City of Los Altos Community Development Department. My main role is to serve as a liaison to business districts and advise commercial stakeholders on all aspects of operating a business in this beautiful town. Please contact me at 650-947-2620 or acarnesecca@losaltosca.gov if you are starting a new business or have any questions regarding Los Altos.



Specific Business Type Resources

Alcohol Sales



If your business involves the sale of beer, wine, or liquor, contact the California Department of Alcoholic Beverage Control at (408) 277-1200 or visit [their website](#) for more information.

Massage Establishment



If you plan to open a massage establishment, you must receive a permit from the City of Los Altos Police Chief prior to obtaining a business license. Contact Los Altos Code Enforcement at (650) 947-2775 or codeenforcement@losaltosca.gov for an application or more information.

Mobile Vendor



If you plan to sell any goods, services, food, or things of value from a vehicle along any street or sidewalk, you must receive a permit from the City of Los Altos Police Department prior to obtaining a business license. Visit [their website](#) for an application or contact Los Altos Code Enforcement at (650) 947-2775 or codeenforcement@losaltosca.gov for more information.

Peddler and Solicitor



If you plan to go house-to-house selling any goods or services, you must apply for a Solicitor and Peddler Application from the City of Los Altos Police Department prior to obtaining a business license. Visit [their website](#) for an application or call (650) 947-2775 for more information.

Restaurant



If your business will be selling food or beverages, you must apply for a Food Safe Application from the County of Santa Clara Department of Environmental Health prior to obtaining a business license. Visit [their website](#) for an application or more information.

If your business involves sales of beer, wine, or liquor, contact the California Department of Alcoholic Beverage Control at (408) 277-1200 or visit [their website](#) for more information.

Selling Goods



If you plan to sell any items through a retail establishment, apply for a Resale Certification from the California Department of Tax and Fee Administration prior to obtaining a business license. Visit [their website](#) for an application or more information.

Business Contacts

[City of Los Altos](#)

[Building](#) (650) 947-2752

[Engineering](#) (650) 947-2780

[Planning](#) (650) 947-2750

[Police](#) (650) 947-2770

[Los Altos Chamber of Commerce](#) (650) 948-1455

[Los Altos Village Association](#) (650) 949-5282

[NOVA Workforce Development Center](#) (408) 730-7232

[Silicon Valley SCORE](#) (408) 453-6237

[U.S. Small Business Development Center](#) (408) 351-3602