

City of Twentynine Palms



New Business Start-up Guide

A Resource for Entrepreneurs

Business License Department

City of Twentynine Palms

6136 Adobe Road

Twentynine Palms, CA 92277

(760) 367-6799

Welcome to the City of Twentynine Palms

Welcome to Twentynine Palms. This booklet includes information you may need in obtaining permits for establishing or expanding a business.

The permits required will depend upon the type of business you plan to operate. If you will be constructing a new building or reconstructing an existing building, please see the section titled "*Business Start-Ups/New Construction.*"

For specific legal information regarding permit requirements, contact the responsible agency. A brief description of all permits is provided in this booklet. Carefully read these descriptions to determine the documentation needed to obtain the permits applicable to your business. After you have reviewed the information that relates to your type of business, you will find the checklist at the back of this booklet helpful in organizing your efforts.

If you are not sure if a particular permit is required for your business, contact the Business License Department at (760) 367-6799 Ext 1012 for assistance.

City of Twentynine Palms
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Opening a New Business

GETTING STARTED

Small Business Administration (SBA)
San Diego Regional Office
550 West C Street Suite 550
San Diego, CA 92101
(619) 557-7250 or (619) 727-4883
www.sba.gov

Starting a business is an exciting proposition, but it's also an incredibly challenging undertaking. The resources provided by the Small Business Administration will help you learn about what it takes to start a business.

ZONING CHECK

Community Development Department
City of Twentynine Palms
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799
Monday - Thursday
7:00 A.M. - 6:00 P.M.

Before applying for any permits outlined in this guide, make certain the proposed use of the property is consistent with the zoning regulations and the General Plan land use designation.

To verify zoning designations, you must know the Assessor's Parcel Number (APN). If you are the property owner, you may obtain this number from your property tax statement. If you are a renter or lessee, your landlord will have the number. For additional information, contact:

County of San Bernardino
Assessor's Office
63665 Twentynine Palms Highway
Joshua Tree, CA 92252
(760) 366-1420
Monday – Friday 8am-12noon, 1pm-5pm

Once you have obtained the APN, contact the Community Development Department at City Hall to verify the zoning. Planning staff can help you in determining whether the proposed use is consistent with the zoning for the property. Some businesses/uses require review by the Planning Commission or City Council, and some proposal will require review by both bodies. Please contact a staff member for further information.

LAND USE COMPLIANCE REVIEW or CONDITIONAL USE PERMIT

Community Development Department
City of Twentynine Palms
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799
Monday - Thursday
7:00 A.M. - 6:00 P.M.

If you are reconstructing or adding to a building and the addition is 200 square feet or less, a Land Use Compliance Review will be necessary. For all new construction (or intensification of existing structures) a Conditional Use Permit is required.

BUILDING PERMIT

Community Development Department
Building and Safety Division
City of Twentynine Palms
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799
Monday - Thursday
7:00 A.M. – 6:00 P.M.

A building permit is often required when you plan to make physical changes to the interior or exterior of a building or when the proposed construction/remodel involves mechanical, plumbing, or electrical work.

When required, plans should be submitted for Plan Check, and a Building Permit issued, before the construction or remodeling begins. During construction or remodeling, building inspectors are required to inspect the work performed.

Building Permit fees are based on the value of the work to be done, including the mechanical, plumbing, and electrical work. Plan Check fees are based on the valuation of the structures to be remodeled and/or reconstructed.

SIGN PERMIT

Code Enforcement Department
City of Twentynine Palms
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799
Monday - Thursday
7:00 A.M. - 6:00 P.M.

A Sign Permit is required for placement or construction of commercial signs. There is a fee of \$53.00 for a Sign Permit. However, some Signs also require a Building Permit for which a fee is charged. Regulations regarding the types of signs and their placement are contained in the City's Sign Ordinance. You may obtain a copy at City Hall.

To approve your Sign Permit application, Code Enforcement will need drawings or sketches of the proposed signs. The drawings must show the advertising message, location, dimensions, and the type of construction, electrical wiring and components, and method of attachment. Proposed signs that are in compliance with the Sign Ordinance can be approved by Code Enforcement, without the need for Planning Commission or City Council review.

GRADING PERMIT

Community Development Department
City of Twentynine Palms
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799
Monday - Thursday
7:00 A.M. - 6:00 P.M.

Grading permits are required in the following circumstances: when more than 50 cubic yards of earth are moved; when an excavation creates a slope greater than five feet in height with a slope steeper than one and one half to one (vertical to horizontal); the excavation is more than two feet in depth; any fill three feet in depth or greater; fill of less than one foot in depth is placed on natural terrain steeper than five horizontal to one vertical; when fill is intended to support a structure; fill exceeds fifty cubic yards (including temporary stockpile); and when fill obstructs a drainage course. For specific requirements, check with the City's Building Official.

The grading area should be the minimum necessary to accommodate a project, and, in most cases, permits should be applied for concurrent with the building permits. Clearing a lot of vegetation must have an approved Erosion Control Plan.

A grading permit must be obtained before grading. If grading is done without a permit, penalties will be assessed, and re-vegetation of the property may be required.

STREET IMPROVEMENT PLANS

Community Development Department
City of Twentynine Palms
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799
Monday - Thursday
7:00 A.M. - 6:00 P.M.

Before submitting street improvement plans to the City, it is necessary to have plans prepared by a registered civil engineer. Completed plans should be submitted to the Engineering Division for plan checking.

HOME OCCUPATION PERMIT

Business License Department
City of Twentynine Palms
73660 Civic Center Drive
Twentynine Palms, CA 92277
(760) 367-1972
Monday - Thursday
7:00 A.M. - 6:00 P.M.

Some types of businesses may be operated from a residential dwelling. For a business that is allowed, a Home Occupation Permit is required. In obtaining a Permit to operate a business in your home, a homeowner or renter shall obtain a Home Occupation Permit. Renters will be required to furnish a letter of consent from the property owner.

The Home Occupation Permit consists of standard conditions that regulate the operation of certain land uses to ensure compatibility with the surrounding properties.

Cottage Food Operations

Business License Department
City of Twentynine Palms
6136 Adobe Rd
Twentynine Palms, CA 92277
(760) 367-1972
Monday – Thursday
7:00 A.M. - 6:00 P.M.

San Bernardino County
Division of Environmental Health Services
385 N. Arrowhead Ave 2nd Floor
San Bernardino, CA 92415-0163
(800) 442-2283
Monday – Friday 8am – 5pm

Cottage Food Operations (CFO) are permitted within the City of Twentynine Palms. A Cottage Food Operation is a business at a private residence where low-risk food products are prepared or packaged for sale to consumers. State law regulates the types of foods which may be produced for resale. CFO Operators are required to obtain a City Business license and Home Occupation permit. In addition the operator must first register for a Cottage Food Operations/Health Permit

with the San Bernardino County Environmental Health Services. No production or sale of food products may be conducted without first obtaining both County and City permits and/or licenses.

Peddling/Hawking/Soliciting Permit

City of Twentynine Palms
6136 Adobe Rd
Twentynine Palms, CA 92277
(760) 367-1972
Monday - Thursday
7:00 A.M. - 6:00 P.M.

All persons engaged in any type of Peddling, Hawking or Soliciting within the City of Twentynine Palms must first obtain a Peddling/Hawking/Soliciting Permit and a City of Twentynine Palms Business License. Applications must be submitted at least ten (10) working days prior commencing business. Processing may take from two to four weeks. All applications require two passport size photos, a copy of a valid driver's license and social security card. Incomplete applications will not be processed.

Business License

City of Twentynine Palms
6136 Adobe Rd
Twentynine Palms, CA 92277
(760) 367-1972
Monday - Thursday
7:00 A.M. - 6:00 P.M.

All persons engaged in any type of business within the City of Twentynine Palms are required to have a valid business license prior to commencing business. Application processing may take two to four weeks. All applications require a copy of owner's driver's license and a valid social security number. Proof of Fictitious Business name filing should be submitted within 40 days of opening the business.

ENCROACHMENT PERMIT

Engineering Department
City of Twentynine Palms
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799
Monday - Thursday
7:00 A.M. - 6:00 P.M.

An Encroachment Permit is required if you plan to construct or modify any part of the public right-of-way. This includes streets, curbs, sidewalks, gutters, driveways, or flood control and drainage easements.

Three sets of plans should accompany completed application forms and fee payment. Once the permit is obtained, call at least twenty-four hours in advance to arrange an inspection. Additional information and application materials are available at the Community Development Department.

CITY INSURANCE AND BOND REQUIREMENTS

Community Development Department
City of Twentynine Palms
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799
Monday - Thursday
7:00 A.M. - 6:00 P.M.

Depending on the type of business you plan to operate, you may be required to show proof of liability insurance or to bond before the City will issue a special permit. Insurance and bonds are issued by private companies. The following types of businesses require insurance and/or bonds:

| Business | Coverage |
|------------------|------------------------------|
| Amusements | Special Permit |
| Astrology | Bond |
| Auctioneer | License |
| Auto Towing | Liability Insurance |
| House movers | Liability Insurance, License |
| Refuse collector | Liability |
| Taxicabs | Liability |

SPECIAL PERMIT TO OPERATE A BUSINESS

Community Development Department
City of Twentynine Palms
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799
Monday - Thursday
7:00 A.M. - 6:00 P.M.

Special permits may be required by the City for certain types of businesses requiring investigation and in some cases, the approval of San Bernardino County Sheriff office. Applications are available at City Hall and may be renewed annually.

Businesses requiring Special Permits are:

- ◆ Adult-related establishment
- ◆ Carnivals/circuses
- ◆ Pawn Shop
- ◆ Bingo
- ◆ Hawking, peddling, soliciting
- ◆ Concerts, dances
- ◆ Filming Permit
- ◆ Massage technician/parlors
- ◆ Sale of any food or food product
- ◆ Tattoo or Body Art facility

FOOD PERMIT

Environmental Health Services
County of San Bernardino
385 N. Arrowhead Ave 2nd Floor
San Bernardino, CA 92415-0160
(800) 442-2283
Monday - Friday
8:00 A.M. - 5:00 P.M.

A Food Permit is required for any person or entity selling, giving away or offering food to the public.

PLAN CHECK FOR FOOD-RELATED BUSINESSES

County of San Bernardino
Environmental Health Services
385 N. Arrowhead Ave 2nd Floor
San Bernardino, CA 92415-0160
(800) 442-2283
Monday - Friday
8:00 A.M. - 5:00 P.M.

Plan Check and Form Reviews must be submitted for food-related businesses if you are constructing a new facility, remodeling existing, permitted establishment, making any type of tenant improvements to an existing facility, or changing a current approved establishments plans. This applies to food distributors/wholesalers, food processors, bakeries, salvagers, wholesale producers, cottage food operators, and food carts.

For tenant improvements, a Plan Check is required only if the improvements are related to the food preparation of your establishment (such as changes to any permanently - installed equipment or structural changes to the food preparation area).

Contact the County to ask about the documentation required for the Plan Check. In addition to the Plan Check by the County, you must submit plans to the City Building and Safety Division. The Building and Safety Division will not grant the Building Permit until your plans are stamped by the County Environmental Health Services. Plans may be submitted to the County and City simultaneously.

Once construction is completed, you must obtain a Health Permit from the County Environmental Health Service before commencement of operation. Fees are based on a variety of factors. Please contact the County to obtain the fees that are applicable to your project. Contact the City of Twentynine Palms Building and Safety Division for more information on plan checking.

HAZARDOUS WASTE AND/OR MATERIALS PERMIT

Environmental Health Services
County Fire Department
620 South E Street
San Bernardino, CA 92415-0153
(909) 386-8401
Monday - Friday
8:00 A.M. - 5:00 P.M.

A Hazardous Waste and/or Materials Permit is required for, but not limited to, the following types of business:

- ◆ Auto Shops
- ◆ Paint Shops
- ◆ Dismantlers
- ◆ Electroplating
- ◆ Funeral Services
- ◆ Print Shops
- ◆ Wood Preserving Formulators
- ◆ Industrial Laundries
- ◆ Tire Shops
- ◆ Auto Body Shops
- ◆ Dry Cleaners
- ◆ Metal Platers
- ◆ Laboratories
- ◆ Photo Processors
- ◆ Educational/ Vocational Shops
- ◆ Welding Shops
- ◆ Manufacturing Facilities
- ◆ Warehouse Distributors
- ◆ Gasoline/Service Stations
- ◆ Construction Services
- ◆ Pesticide Operators

UNDERGROUND STORAGE TANK PERMIT

Environmental Health Services
County Fire Department
620 South E Street
San Bernardino, CA 92415-0153
(909) 386-8401
Monday - Friday
8:00 A.M. - 5:00 P.M.

If you will be operating a business and constructing, using, or closing an underground storage tank, you must obtain an Underground Storage Tank Permit. Businesses such as gas stations or those that have standby generators are included in this category.

The permit is renewed annually. After the permit is issued, the County will conduct an inspection. Note: You may be required to obtain additional permits from the County Fire Agency and/or the Air Quality Management District.

BUSINESS EMERGENCY/CONTINGENCY PLAN

Environmental Health Services
County Fire Department
620 South E Street
San Bernardino, CA 92415-0153
(909) 386-8401
Monday - Friday
8:00 A.M. - 5:00 P.M.

Businesses required to obtain a Hazardous Waste and/or Materials Permit or an Underground Storage Tank Permit, are required to prepare and submit a Business Emergency/Contingency Plan. This applies to any business or entity that generates any amount of hazardous waste and/or handles 55 gallons, 500 pounds, or 200 cubic feet of compressed gas per month.

BIO-MEDICAL WASTES PERMIT

Environmental Health Services
County of San Bernardino
385 North Arrowhead Avenue
San Bernardino, CA 92415-0160
(800) 442-2283
Monday - Friday
8:00 A.M. - 5:00 P.M.

A Bio-Medical Wastes Permit is required for the following:

- ◆ Hospitals/Community Clinics
- ◆ Home Care Nursing Organizations
- ◆ Surgical Clinics
- ◆ Psychiatric Hospitals
- ◆ Laboratories
- ◆ Veterinary Clinics/Hospitals
- ◆ Transfer Station
- ◆ Common Storage Facility Generators
- ◆ Skilled Nursing Facilities
- ◆ Dialysis Clinics
- ◆ Health Care Service Planning Facilities
- ◆ Blood Banks
- ◆ Family Planning Clinics
- ◆ Medical Office
- ◆ On-Site Waste Treatment

WELL PERMIT

Environmental Health Services
County of San Bernardino
385 North Arrowhead Avenue
San Bernardino, CA 92415-0160
(800) 442-2283
Monday - Friday
8:00 A.M. - 5:00 P.M.

A Well Permit is required for well drilling and construction for agricultural, individual and community domestic, public water supply, and community industrial wells. Permits are also required for monitoring well construction for testing of exploratory, observation, vadose, cathodic wells, and reconstruction and destruction of wells. A Building Permit from the City is also required. Only State licensed well drillers are allowed to drill wells.

WATER SYSTEMS PERMIT

Environmental Health Services
County of San Bernardino
385 North Arrowhead Avenue
San Bernardino, CA 92415-0160
(800) 442-2283
Monday - Friday
8:00 A.M. - 5:00 P.M.

A Water Systems Permit is required for water systems shared by multiple users and systems for establishments serving food, lodging establishments, organized camps, and RV parks.

LIQUID WASTE HAULING AND DISPOSAL PERMIT

Environmental Health Services
County of San Bernardino
385 North Arrowhead Avenue
San Bernardino, CA 92415-0160
(800) 442-2283
Monday - Friday
8:00 A.M. - 5:00 P.M.

A Liquid Waste Hauling and Disposal Permit is required for any vehicle used to transport sanitary waste.

SEWAGE HOLDING TANK CONSTRUCTION/OPERATION PERMIT

Environmental Health Services
County of San Bernardino
385 North Arrowhead Avenue
San Bernardino, CA 92415-0160
(800) 442-2283
Monday - Friday
8:00 A.M. - 5:00 P.M.

This permit is required for the installation of all holding tanks.

WASTE WATER RUN OFF

California Regional Water Quality Control Board Permit
73-720 Fred Waring Drive, Suite 100
Palm Desert, CA 92260
(760) 776-8932
FAX 341-6820
<http://www.waterboards.ca.gov/coloradoriver/>

A California Regional Water Quality Control Board (CRWQCB) Permit is required for any business that washes cars as part of their business. This includes car washes, auto body shops, etc.

The California Water Code requires that any person discharging wastes, or proposing to discharge wastes, other than into a community sewer system, which could affect the quality of the waters of the State, shall file a Report of Waste Discharge with the CRWQCB. The Regional Board then shall prescribe requirements for the discharge or proposed discharge of wastes.

PERCOLATION TEST REPORT

Environmental Health Services
County of San Bernardino
385 North Arrowhead Avenue
San Bernardino, CA 92415-0160
(800) 442-2283
Monday - Friday
8:00 A.M. - 5:00 P.M.
<http://www.sbcounty.gov/dhes>

A Percolation Test is required for most new commercial structures. In some cases, a Test will be required for building upgrades. Determinations on upgrades are generally required if the new business use will use more water than the prior, approved business use.

WEIGHTS AND MEASURES

County of San Bernardino Department of Agriculture / Weights and Measures
777 E. Rialto Ave
San Bernardino, CA 92415
(800) 734-9459
Monday - Friday
7:00 A.M. - 5:30 P.M.
www.sbcounty.gov/awm/

Businesses such as delicatessens, candy stores, grocery stores, and gas stations, that use commercial weighing or measuring equipment, are required to notify the County Office of Weights and Measures. Notification must be within twenty-four hours of equipment installation. Within two weeks of notification, the scales in your business will be inspected.

FICTITIOUS BUSINESS NAME STATEMENT

County Recorder FBN Desk
County of San Bernardino
222 W. Hospitality Lane
San Bernardino, CA 92415-0022
(855) 732-2575
Monday – Friday
8:00 A.M. - 4:00 P.M.
<http://www.sbcounty.gov/arc/bfnInfo.aspx>

The Desert Trail
6396 Adobe Road
Twentynine Palms, CA 92277
(760) 367- 3577
Monday - Friday
8:00 A.M. – 5:00 P.M.

If you plan to conduct business under a name other than your full legal name, you must file a Fictitious Business Name Statement. This statement must be filed within forty days of the first day of business. Within thirty days of filing you must publish, once a week for four weeks, a Fictitious Business Name Statement in a newspaper of general circulation in San Bernardino County. Information on fees may be obtained on the Recorder's website.

Filing may be done at the County Clerk's Office or at any newspaper of general circulation in San Bernardino County. To be certain the proposed business name is not already being used, check the business name index at the County Clerk's Office or online at <http://acrparis.sbcounty.gov/fbn/index.html>.

After a Fictitious Business Name Statement has been filed, you will receive a certified copy of the application and proof of publication. Your bank will request a copy of this certified form as you open your account.

ALCOHOLIC BEVERAGE LICENSE

State of California
Alcoholic Beverage Control Board
Rancho Mirage District Office
34-160 Gateway Drive, Suite 120
Palm Desert, CA 92211
(760) 324-2027
Monday - Friday
8:00 A.M. - 5:00 P.M.
www.abc.ca.gov

If you will be selling alcoholic beverages from your business, you must obtain an Alcoholic Beverage License. The type of license you obtain depends on whether you sell alcoholic beverages for consumption off the premises (such as grocery store or liquor store), or for consumption on the premises (such as a restaurant or bar).

If the application is for a bar that prohibits minors, a Special Use Permit approved by the Planning Commission is required.

EMPLOYER REGISTRATION

Employment Development Department
658 East Brier Drive, Suite 300
San Bernardino, CA 92408
(888) 745-3886
Monday - Friday
8:00 A.M. - 5:00 P.M.
www.edd.ca.gov

When wages paid to an employee exceed \$100 in a calendar quarter, an employer becomes responsible for payment of Unemployment Insurance, Employment Training Tax, Disability Insurance, and Personal Income Tax. Registration and payment must be made within fifteen days. An employer must then report for subsequent calendar years, despite the amount of wages paid.

The Employment Development Department regulates State Disability Insurance, Unemployment Insurance, Income Tax Withholdings, and Employment Training Tax. There is no fee to register as an employer. The Employment Development Department will have information on tax rates and payment schedules. The *California Employer's Guide* booklet provides detailed information on payment schedules and regulations.

SELLER'S PERMIT/SALES AND USE TAX PERMIT

State of California
Board of Equalization
35-900 Bob Hope Dr., Ste 280
Rancho Mirage, CA 92277
(760) 770-4828
(800) 400-7115
Monday - Friday
8:00 A.M. - 5:00 P.M.
www.boe.ca.gov

If you will be selling tangible personal property in the State of California, you must apply for a Seller's Permit. If your business is a partnership, one partner should be present to apply for the Permit. If your business is a corporation, a corporate officer must bring the Articles of Incorporation at the time of filing. The Seller's Permit allows the Board of Equalization to keep track of your taxable sales and to collect the sales tax. You will be issued a Sales and Use Tax Permit Number when you apply for a Seller's Permit. There is no fee for a Seller's Permit. However, depending on your type of business, you may be required to post a deposit that is refundable after three years of non-delinquent payments.

Sales tax on retail purchases is 8% (State, 6%; County 1/2 %; Local, 1%; District, 1/2%)

TRASH SERVICE

Burtec Waste and Recycling Service
4878 Newton Road
Yucca Valley, CA 92284
(760) 365-2015 or
(866) 989-2783
Monday - Friday
8:00 a.m. to 5:00 p.m.
www.burtec.com

In accordance with state law, by the year 2000, California Cities were required to reduce their solid waste by 50% or be faced with fines up to \$10,000 per day.

In an effort to reduce the amount of waste entering landfills, comply with Assembly Bill 939 and improve the general environment, the City of Twentynine Palms adopted Ordinance #137, making trash service mandatory for all occupied residences and businesses within the City.

New Construction

If you are planning to construct a new building in opening your new business, this section covers the types of permits and approvals you may need.

ZONING/USE PERMITS

Community Development Department
City of Twentynine Palms
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799
Monday - Thursday
7:00 A.M. - 6:00 P.M.

If you are constructing a new building, check the applicable zoning codes. Commercial, industrial, institutional projects or apartments require approval of the Planning Commission and, in some cases, the City Council. Check the Development Code to determine whether you need discretionary approval. The time required for review and approval will vary based upon the type of permit and intensity of the proposed development. A fee will be charged based on the request you are filing.

The Development Code contains information relative to new construction such as parking requirements, setbacks, and height limits. Depending on the intensity of development, the project may require environmental review to identify significant impacts to the environment.

ENVIRONMENTAL DETERMINATION

Community Development Department
City of Twentynine Palms
6136 Adobe Road
Twentynine Palms, CA 92277
(760) 367-6799
Monday - Thursday
7:00 A.M. - 6:00 P.M.

A project that requires discretionary approval requires environmental review. At the time of filing an application, you will be notified as to whether you will be exempt from this provision, or require public analysis to determine whether you qualify for a Negative Declaration, or be required to prepare an Environmental Impact Report. Please consult a staff member for assistance with these aspects of your project.

Utilities

Cable Television

Time Warner Cable
7500 Kickapoo Trail
Yucca Valley, CA 92284
(760) 365-0200
9:00 A.M. – 6:00 P.M.
www.timewarnercable.com

For new construction, technical staff will coordinate engineering efforts with other utility providers and can best serve your needs if contacted before ground breaking.

Electric Service

Southern California Edison Company
(800) 990-7788 to start or stop service
(800) 611-1911 Emergency Repairs/Outages
24 hours
www.sce.com

To establish service, call the above toll-free number. Electric service or deposit payments may be made at any SCE office in California.

Telecommunications

Verizon
(800) 483-5000
8:00 A.M. - 5:00 P.M.
www.verizon.com

Verizon provides telephone service to all Morongo Basin communities. Business service orders can be placed by calling (800) 483-5000. Residential service may be ordered by calling (800) 837-4966.

Natural Gas

The Gas Company
PO Box 3150
San Dimas, CA 91773
(800) 427-2200
6:00 A.M. - 5:00 P.M.
www.socalgas.com

Southern California Gas Company provides natural gas service to all commercial districts in the City. A request for service should be made at the earliest possible date. A lead time of six to twelve weeks is required, depending on the project. When calling, have the business address, name of the nearest cross street, BTU ratings of each gas appliance to be installed, and date service is needed or date of paving whichever is earlier.

Water Service

Twentynine Palms Water District
72401 Hatch Road
Twentynine Palms, CA 92277
(760) 367-7546
7:30 A.M. - 5:00 P.M.
www.29palmswater.org

Water service in the City is provided by the Twentynine Palms Water District. For service information, contact the District.

Additional Resources

Air Quality

Mojave Air Quality Management District
14306 Park Ave
Victorville, CA 92392-2359
(760) 245-1661

Bad Checks/Fraud

County District Attorney
316 N. Mountain View
San Bernardino, CA 92415
(909) 387-8309

Business Inquiries

Dept. of Planning and Development
Office of Business and Economic Development
1400 10th Street, 2nd Floor
Sacramento, CA 95814
(877) 345-4633
<http://business.ca.gov>

Business/Professional License

Dept. of Consumer Affairs
1625 N. Market Blvd Ste N112
Sacramento, CA 95834
(800) 952-5210

Chamber of Commerce

Twentynine Palms Chamber of Commerce
73484 Twentynine Palms Hwy
Twentynine Palms, CA 92277
(760) 367-3445

Incorporation/Trademark/ Service Mark Registration

Secretary of State's Office
1500 11st St 2nd Floor
Sacramento, CA 95814-2974
(916) 657-5448

Newspaper

The Desert Trail
6396 Adobe Road
Twentynine Palms, CA 92277
(760) 367-3577

Contractor's Licenses

Contractors License Board
9821 Business Park Dr
Sacramento, CA 95827
(800) 321-CSLB

Economic/Business Development Data

State Dept. of Commerce
1121 L Street, Suite 600
Sacramento, CA 95814-3926
(916) 322-1394

Environmental Regulations (Federal)

Environmental Protection Agency
75 Hawthorne St
San Francisco, CA 94105
(415) 947-8000
www.epa.gov

Environmental Regulations (State)

Environmental Protection Agency
P.O. Box 2815
Sacramento, CA 95812-2515
(916) 323-2514

Garbage/Refuse Collection

Burrtec Waste & Recycling Services
4878 Newton Road
Yucca Valley, CA 92284
(760) 365-2015

Occupational Safety and Health Cal/OSHA

Department of Industrial Relations
1515 Clay Street Suite 1901
Oakland, CA 94612
(510) 286-7000

Property Tax

County Assessor's Office
63665 Twentynine Palms Hwy
Joshua Tree, CA 92252
(760) 366-1420

Checklist

- Zoning Check
- Land Use Compliance Review
- Conditional Use Permit
- Building Permit
- Sign Permit
- Grading Sign Permit
- Street Improvement Plans
- Home Occupation Permit
- Encroachment Permit
- Insurance and Bond Requirements
- Special Permit to Operate a Business
- Food Permit
- Plan Check for Food-Related Business
- Plan Check for Recreational/Health Related Business
- Hazardous Waste and/or Material Permit
- Well Permit
- Underground Storage Tank
- Business Emergency Contingency Plan
- Bio-Medical Waste Permit
- Water Systems Permit
- Liquid Waste Hauling and Disposal Permit
- Sewage Holding Tank Construction/ Operation
- Percolation Test
- Weight and Measures
- Fictitious Business Name Statement
- Alcoholic Beverage License
- Employer Registration
- Seller's Permit/Sales and Use Tax Permit

New Construction

- Zoning/Use Permits
- Environmental Determination