



City of Temple City

## BUSINESS LICENSE CHECKLIST

THIS CHECKLIST WILL BE USED BY STAFF TO DETERMINE IF AN APPLICATION CONTAINS THE APPROPRIATE REQUIREMENTS TO BEGIN THE APPLICATION PROCESS. ALL ITEMS LISTED BELOW MUST BE INCLUDED. IF ANY ITEMS ARE NOT INCLUDED THE PROJECT WILL NOT BE ACCEPTED FOR SUBMITTAL.

### MINIMUM APPLICATION FILING REQUIREMENTS

- Completed *Business License Application*
- Form 30 - Stamped by Los Angeles County Fire Prevention
- Proof of business name - Los Angeles County Recorder's Office, 12400 Imperial Hwy. # 1201, Norwalk (800) 201-8999, [www.lavote.net](http://www.lavote.net) and/ or Articles of Incorporation, [www.ca.gov](http://www.ca.gov)
- Copy of Lease Agreement
- Proof of account with Athens Services
- Applicable Filing Fees
- No smoking signs

### MINIMUM APPLICATION FILING REQUIREMENTS FOR CERTAIN BUSINESSES

- Seller's Permit – California Department of Tax and Fee Administration (CDTFA), 1521 W. Cameron, #300, West Covina (626) 480-7200, [www.cdtfa.gov](http://www.cdtfa.gov)
- Background Investigation - Live Scan Request Form and Personal Information Form
- Compliance Report for Dental Dischargers – Industrial Waste Section, 1955 Workman Mill Rd. Whittier CA 90601

### REQUIRED STEPS

1. Verify zoning, and check if business is a "Permitted Use", a "Conditional Use" or "Not Permitted" for the address of interest prior signing a lease agreement.
2. Gather information regarding type of business, required applications, and paperwork from the Planning Division.
3. Submit a Business License Application, Sign Application (Commercial), and additional required paperwork.
4. Schedule a Business (Home/Commercial) and Sign (Commercial) Inspection.
5. Approval of Business License will be sent by mail if approved and all conditions have been met.

## **BUSINESS LICENSE FEE SCHEDULE**

Below is a sampling of fees for commonly issued business licenses.  
All licenses are issued for a calendar year, January through December.

### **MANUFACTURERS, PROFESSIONALS, RETAILERS, SERVICES, WHOLESALERS**

Flat Fee	\$77.00
Processing Fee (one-time fee)	\$328.00
Processing Fee (Regulated - one-time fee)	\$535.00
Owners/Partners/Managers/Employees (per person)	\$8.45

### **HOME OCCUPATIONS**

Flat Fee	\$66.00
Processing Fee (one-time fee)	\$139.00

### **AUTO REPAIR SHOP**

Flat Fee	\$113.00
Processing Fee (one-time fee)	\$328.00

### **BUSINESSES BY VEHICLE**

Flat Fee	\$77.00
Processing Fee (one-time fee)	\$29.00
Per Vehicle	\$8.45
Per Owner/Driver (Sheriff's fee)	\$89.00

### **CONTRACTORS**

Flat Fee	\$88.00
Processing Fee (one-time fee)	\$29.00

### **INDEPENDENT SERVICE PROVIDER**

Flat Fee	\$38.00
Background Investigation (if applicable)	\$89.00
Processing Fee (one-time fee, if applicable)	\$235.00

### **PRIVATE SCHOOLS / TUTORING INSTITUTIONS**

Flat Fee	\$188.00
Processing Fee (one-time fee)	\$328.00

### **ADDITIONAL INFORMATION**

Chamber of Commerce  
5938 Kauffman ., Temple City  
(626) 286-3101  
[www.templecitychamber.org](http://www.templecitychamber.org)

Los Angeles Economic Development Corporation  
Resources for Business Assistance, Retention, Expansion  
(213) 622-4300; [www.laedc.org](http://www.laedc.org)

Small Business Development Center  
330 N. Brand St. #1200 Glendale, CA  
(818) 552-3201; [www.sba.go](http://www.sba.go)

Dept. of Human Resources and Development  
State Disability and Employment Insurance  
888 S. Figueroa St. #200 Los Angeles CA  
(800) 480-3287; [www.edd.ca.gov](http://www.edd.ca.gov)

Partners for Progress Work-Source Center (SASSFA)  
10400 Pioneer Blvd., #9, Santa Fe Springs, 90670  
(562) 946-2237; [www.sassfa.org](http://www.sassfa.org)

VEDC  
Small Business California Loan Program  
5121 Van Nuys Blvd. 3rd Floor, Van Nuys  
(818) 907-9977; [www.vedc.org](http://www.vedc.org)