



NEW BUSINESS CHECK LIST FOR BUSINESS PERMITS/LICENSES/TAX INFORMATION

1. ___ Register your business entity with the appropriate State, Federal and County Government agencies.
2. ___ Verify address for prospective business location with Planning Services.
3. ___ Confirm that the zoning and off street parking are suitable for your business.
4. ___ Apply for design review prior to:
 - a. Erecting any permanent signs
 - b. Changing the lettering or replacing an awning
 - c. Changing out the insert in a free standing monument sign or existing cabinet sign.
 - d. Modifying signage located on the rear of a building
 - e. Painting or any other alterations to the exterior of a building
5. ___ If applicable, obtain a sign permit from Building and Safety following design review and approval.
6. Acquire a building permit if you plan to build an addition or make renovations.
 - a. Bring plans to the Building and Safety division. Please provide two (2) sets of plans and any applicable calculations. Staff will review the plans based on the code requirements and will either approve plans or request changes to be made.
 - b. Obtain plumbing, heating, air conditioning, gas, electrical and sprinkler system permits if renovations include alterations to these systems.
 - c. Inspections will be conducted over the course of construction. Requests for inspections may be placed the day prior to inspection date by contacting Building and Safety directly.
 - d. Obtain a Certificate of Occupancy once you have passed final inspection for tenant improvements or commercial additions.
7. Apply for business license. The required application forms for all businesses in commercial areas are listed below. They are available both on our City's website and at City Hall.



- a. Business License Application
- b. City Review and Approval, or if operating business from your residence, the Home Occupation Application.

LOS ANGELES COUNTY

Registrar-Recorder / County Clerk
Fictitious Business Name / Registering a DBA
12400 Imperial Highway, 2nd Floor, Norwalk, CA 900650
(800) 201-8999 www.lavote.net

Health Department / Environmental Health
Retail Food facilities and all other businesses manufacturing food, ice or soft drinks.
5050 Commerce Drive Baldwin Park, CA 91706
(888) 700-9995 www.publichealth.lacounty.gov/eh/areasofinterest/food.htm

Department of Alcohol Beverage Control
Sale of alcohol beverages, liquor license
222 E. Huntington Drive, Suite 114, Monrovia, CA 91016
(626) 256-3241 www.abc.ca.gov

STATE OF CALIFORNIA

Secretary of State
Registering a corporation, limited liability company, or partnership
Los Angeles Regional Office
300 South Spring Street, Room 12513, Los Angeles, CA 90013
(213) 897-3062 www.sos.ca.gov/business-program/business-entities/

Board of Equalization
Sale or lease of merchandise, vehicles, or other tangible property. A Seller's Permit allows you to sell items at wholesale or retail level.
West Covina District Office
1521 W. Cameron Avenue, Suite 300, West Covina, CA 91793
(626) 480-7200 www.boe.ca.gov/info/reg.htm

FEDERAL AGENCIES

Internal Revenue Services
Federal Tax I.D. (FEIN) registration is obtained through the IRS
www.irs.gov/businesses/