



City of La Puente
 15900 E Main Street, La Puente CA 91744
 Telephone (626) 855-1500 Fax (626) 961-4626
 Attn: Business License Division – (626) 855-1508 or (626) 855-1521

OFFICE USE ONLY

Business License #: _____
 SIC CODE: _____
 Expiration Date: _____
 Application Received by: _____

BUSINESS LICENSE APPLICATION

*Thank you for doing
business in La Puente*

Please Type or Print in Block Letters

New Business

Change of Ownership

Change of Address

Business Name _____

Corporate Name _____
(if applicable)

Business Location _____
(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)

Mailing Address _____

Description of Business _____

State License No. _____ **Resale No.** _____

State License Type _____ **Federal ID No.** _____

Expiration Date _____ **State ID No.** _____

If your business activity in La Puente involves the use of vehicles, please list the vehicle's license numbers below:

1. _____ 4. _____
 2. _____ 5. _____
 3. _____ 6. _____

Ownership

- Corporation Corp-Ltd Liability
 Partnership Ltd Partnership
 Other Sole Proprietor

Start Date _____

Phone No. _____

Fax No. _____

APN # _____

Email Address _____

Enter below names of Owners, Partners, or Corporate Officers:

1st Owner Name _____ **Title** _____ **Driver's License #:** _____

Address _____ **Soc. Sec. #** _____
(Cannot be P.O. Box)

Phone No. _____

Cell Phone No. _____

2nd Owner Name _____ **Title** _____ **Driver's License #:** _____

Address _____ **Soc. Sec. #** _____
(Cannot be P.O. Box)

Phone No. _____

Cell Phone No. _____

In case of emergency, please contact:

Contact Name _____ **Phone No.** _____

Address _____

If you are renting the above business location in the City of La Puente, please complete this section:

Landlord Name _____ **Phone No.** _____

Address _____

Note: Per LPMC Section 5.04.240 Business Licenses are not transferable; provided however, that where a license is issued authorizing a person to transact and carry on a business at a particular location within the city, the business license officer may, upon the filing of an application by the licensee and payment of a fee thereof, amend the license to authorize the transacting and carrying on such business under license at a different location within the city.

Owner's Initial: _____ **Date:** _____

I declare, under penalty of perjury that the statements and information contained in this application is true and correct to the best of my knowledge and belief. I agree to conform with all requirements of zoning, building, fire and all other applicable laws, ordinances and regulations pertaining to the operating of such business. Furthermore, I agree to notify the City of La Puente Business License Division within TEN (10) days of any change in the facts stated herein (change of ownership, address, operation, etc.) or any other facts required by this application.

Owner's Signature: _____ **Date:** _____

CITY OF LA PUENTE

DEPARTMENTAL COMMENTS

PLEASE REMIT \$71.00 ONE TIME APPLICATION FOR NEW BUSINESS & CHANGE OF ADDRESS FEE IN ADDITION TO LICENSE TAX

| LPMC SECTION NO. | TYPE OF BUSINESSES | FEE CALCULATIONS | TOTAL FEES |
|------------------|---|--|------------|
| 5.04.430 | Retail Sales, Wholesale and Miscellaneous License Tax | \$ 50.00 and 5.00 for each employee including owners | \$ |
| 5.04.440 | Manufacturing License Tax | \$ 50.00 and 5.00 for each employee including owners. | \$ |
| 5.04.450 | Business Professions | \$ 50.00 and 5.00 for employees & owners (please to the LPMC to see the list of professions) | \$ |
| 5.04.500(b) | Pool and billiards halls | Gross annual receipts \$_____ X 1 % _____ = \$_____ | \$ |
| 5.04.500(d) | Coin operated equipment | Gross annual receipts \$_____ X 1 % _____ = \$_____ | \$ |
| 5.04.510(a) | Circus, carnivals or other similar exhibition | \$125.00 per day plus \$25.00 per day for any side show Conducted in conjunction therewith. | \$ |
| 5.04.570 | Barber shop or beauty parlor license | \$ 50.00 and 5.00 for each employee including owners. | \$ |
| 5.04.640 | Vending machines (which dispenses tangible or intangible items) | Gross annual receipts \$_____ X 1 % _____ = \$_____ | \$ |
| 5.04.650 | Multiple residential units (4 or more units) | \$1.00 per unit. Number of units _____ X \$1.00 = _____ | \$ |

TOTAL: \$ _____



City of La Puente Business Occupancy Permit

Business Name: _____

Business Location: _____ Phone: _____

Property/Building Owner's Name: _____

Address: _____ Phone: _____

Previous use of property/business: _____

How long has the building been vacant: _____

Are there existing signs on the building? YES NO

Do you intend to install new building signs? YES NO

Do you intend to change existing sign face? YES NO

Number of parking spaces: _____ Number of handicap spaces: _____

Is there live landscaping? YES NO

If yes, what type? _____

Are there trash enclosures? YES NO

I understand that no structural alteration or additions, and/or mechanical or electrical alterations or additions, and/or signs and other advertising shall be installed or erected temporarily or permanently on any lot or parcel of land unless such construction and/or advertising are first reviewed and approved by the La Puente Planning Department and/or Building and Safety Division.

Applicant Signature: _____ Date: _____



City of La Puente
15900 Main Street, La Puente CA 91744
Telephone (626) 855-1508 or (626) 855-1521
Fax: (626) 961-4626

Business Name:
Business Address:

SIGNATURE SHEET

STEP 1

PLANNING DIVISION

Comments: Approval Denial

Signature: _____ Date: _____

STEP 2

CODE ENFORCEMENT DIVISION

Comments: Approval Denial

Signature: _____ Date: _____

STEP 3

BUILDING AND SAFETY DIVISION

Comments: Approval Denial

Signature: _____ Date: _____

STEP 4

LOS ANGELES COUNTY HEALTH DEPARTMENT

Comments: Approval Denial

Signature: _____ Date: _____

STEP 5

LOS ANGELES COUNTY FIRE DEPARTMENT

Comments: Approval Denial

Signature: _____ Date: _____

It is the responsibility of the applicant to obtain all proper signatures from each division. A license will not be issued unless all signatures are obtained.