



WELCOME to the City of La Puente

“Where the Past meets the Future”

Business License Requirements

License Required

We welcome people that seek to conduct business in the City of La Puente. However, a business license is required for every person who engages in business, transacts or carries on any business, trade, profession, calling or occupation within the City of La Puente and the business owner **MUST** file an application with the City, pass any required inspections, and pay the appropriate business license fees.

This includes home occupations and business located outside of La Puente that conducts business within the City.

Owners of apartment houses that contain four (4) or more units or rooming houses with four (4) or more rooms are required to obtain a business license.

Those businesses specifically exempted by State and/or Federal statutes are still required to file for a City Business License but will be exempted from the fee.

Application

Businesses are required to complete a business license application prior to obtaining the license. The application form requests information such as name of business, name of all business owners, the state resale tax number of the business, and the federal employer tax identification number. ***It is required to submit your driver's license and your social security card.*** The application must be complete before it is submitted to the City for approval.

Application forms may be obtained at City Hall, 15900 East Main Street, or by logging to the City of La Puente website at www.lapuente.org under the FORMS tab.

Fees

For businesses such as retail stores, professional offices, restaurants, and home occupation the basic license tax is \$50.00 plus \$5.00 for each employee of the business including the owner(s). All business licensees **MUST** be renewed annually as long as the business continues operating in the City of La Puente. There is a one-time application review fee of \$71.00. For home occupation businesses, the one-time application review fee is only \$45.00.

Renewal of Business Licenses

You are required to renew your business license every year. All licenses, unless otherwise specified, shall be construed to be annual licenses and shall be payable from the first day of the quarterly period in which the license was issued, namely, October 1st, January 1st, April 1st and July 1st; and the licenses shall expire on the last day of the quarterly period, twelve months after the date the license fee is payable.

Penalties

Failure to pay an annual license tax when due will result in a penalty of 25% of license tax on the thirtieth day of the month following the due date thereof, and an additional penalty of 25% of the license tax base amount shall be added on the thirtieth day of each successive month thereafter up to a maximum penalty of 100%, plus any administrative penalty regarding delinquent payments which has been imposed by a resolution adopted by the City Council.

Inspections

Along with the application, the City requires certain inspections of the business location, depending on the type of business. The agencies conducting the inspections may include:

- City Planning Department – *required for all businesses*
- Community Preservation Department – *required for all businesses*
- Fire Department – *required for all businesses*
- Building and Safety – *needed if there are going to be plumbing, electrical or building modifications*
- Health Department – *needed for food related businesses and restaurants*

All businesses must provide the following:

- Seller's Permit: can be acquired from *State Board of Equalization (For Retail Businesses)*
- Tax Identification number - obtained from the *IRS*
- Form SS4: obtained from the *IRS*
- Valid Driver's License
- Social Security Card

For information on where to obtain any of the above documents please see "Business License Reference Material" available on the City Web site www.lapiente.org under the FORMS tab.

Display of Business License

Once you received your Business License, it must be displayed on the premises. For those business not having a fixed business addresses within the City, the license must be carried on the person. Certain activities such as ice cream vendors, lunch trucks and gardeners are required that each vehicle to be used within the City display a vehicle sticker.

Termination of Business License

Business license are not transferable, and the license is terminated when the business ownership changes. It is the responsibility of the business owner to notify City Hall if you moved out of the City or go out of business.

If your business intends to relocate to another address with the City, you must request a new application form and indicate that it is a change of address. There is a minor fee for this transfer.

LPMC Section 5.04.010 provides that the business license ordinance is "enacted solely to raise revenue for municipal purposes and is not intended for regulation."

WHO NEEDS A BUSINESS LICENSE

Every person who engages in business, transacts or carries on any business, trade, profession, calling or occupation within the City of La Puente, must first procure a license from the City to do so and must fully comply with any and all other provisions of the La Puente Municipal Code.

Owners of apartment houses that contain four (4) or more units or rooming houses with four (4) or more rooms are required to obtain a business license.

Those businesses specifically exempted by State and/or Federal statute are not required to pay for a License Tax but have to file for a City Business License.

WHAT IS A BUSINESS LICENSE?

A business license is an annual tax required by all businesses for doing business within the City of La Puente, and it must be obtained before any business, profession, trade, or occupation is conducted. A business license application and payment of the license tax is required of all business operating in the City. This includes home occupations and business locations outside of La Puente that periodically conducts business in the City.

HOW TO OBTAIN A BUSINESS LICENSE

Application forms may be obtained at City Hall, 15900 E. Main Street, or by logging to the City of La Puente website at www.lapuente.org you will find an application under the **FORMS** tab.

DISPLAY OF BUSINESS LICENSE

All Business License certificates **must** be displayed on the premises. For those businesses not having a fixed business address within the City, the license must be carried on the person. Certain activities like ice cream vendors, lunch trucks and gardeners require that each vehicle used within the City display a vehicle sticker.

ARE BUSINESS LICENSES TRANSFERABLE?

Business Licenses **are not** transferable, and the certificate is terminated when the business ownership changes. Advise the Business License office if you move out of town or go out of business.

CHANGE OF BUSINESS ADDRESS WITHIN THE CITY.

If your business intends to relocate within the City, request an application form from the Business License office and note on the form that there is a change in address. There is a minor fee for this transfer.

RENEWAL OF BUSINESS LICENSE

You are required to renew your business license every year. All license, unless otherwise specified, shall be construed to be annual licenses and shall be payable from the first day of the quarterly period in which the license is issued, namely, October 1st, January 1st, April 1st and July 1st; and the license shall expire on the last day of the quarterly period, twelve months after the date the license fee is payable.

BUSINESS LICENSE PENALTIES

Failure to pay an annual license tax when due, the business license officer shall add a penalty of 25% of said license tax on the thirtieth day of the month following the due date thereof, and an additional penalty of 25% of the license tax base amount shall be added on the thirtieth day of each successive month thereafter up to a maximum penalty of 100%, plus any administrative penalty regarding delinquent payments which has been imposed by a resolution adopted by the city council.



CITY OF LA PUENTE
BUSINESS LICENSE REFERENCE MATERIAL

To assist you in starting your business, we have compiled a list of agencies that you may need to contact. Please take NOTICE that this is not to be construed as a comprehensive or complete listing since permit requirements depend greatly on the nature of business as well as the method of doing business. ***Thus, this information should be used as a guideline only.*** For additional information, you are encouraged to consult with an attorney.

City of La Puente Business License

Phone: (626) 855-1500

City of La Puente Planning Department

Phone: (626) 855-1511

City of La Puente Building & Safety

Phone: (626) 855-1541

Franchise Tax Board

*300 S Springs Street
Los Angeles CA 90013
Phone: (800) 852-5711*

1. Individual: At the end of your taxable year, you will report your business income on Schedule C and your 540 Income Tax Return and file estimates (540 ES) if you anticipate a tax return of more than \$100.00
2. Corporation: You must file a Form 100 to report your income and file estimates. The minimum tax is \$800.00 per year.

Fictitious Business Name Statement:

Filing & Registration
*P O Box 53592
Los Angeles CA 9005-0592
Phone: (562) 462-2177*

In-person filing
*12400 Imperial Hwy
Norwalk CA 90650
Phone: (562) 462-2177*

If your business operates under a fictitious name, you must publish a fictitious business statement and record the name with the County Clerk. The Thompson News Group is the nearest newspaper publisher (The San Gabriel Tribune, The Highlander) meeting legal requirements for the publishing of the statement. They also assist in filing the statement with the County Clerk.

Board of Equalization

*1521 W. Cameron Ave, Suite 300
West Covina, CA 91790
Phone: (626) 480-7200*

If your business involves selling tangible products, you will need a resale number and reporting forms for sales tax.

Employment Development Department

*933 S. Glendora Avenue
West Covina, CA 91790
Phone: (626) 960-1439*

If you have employees, you will need to register as an employer and obtain a state employer account number. Reporting forms cover State Income Tax withholding, State Disability Insurance and Unemployment Insurance. Self-employed individuals may apply to cover them for Disability Insurance (it is not mandatory to cover yourself).

I.R.S. (Internal Revenue Service)

*9350 East Flair Dr.
El Monte CA 9173
Phone: (626) 312-5138*

If you have employees, you will need to register as an employer and obtain a Federal Employer Account Number. You will need reporting forms for Social Security (FICA) and Federal Income Tax withholding. Contact the IRS regarding your reporting of individual or corporate/ business tax.

Los Angeles Health Department

*1435 West Covina Parkway, Suite 10
West Covina, CA 91790
Phone: (626) 813-3380*

If your business involves selling food products (i.e., restaurants, catering trucks, etc.) you will need to obtain a County Health Permit.

Alcoholic Beverage Control

*222 E. Huntington Dr Ste #144
Monrovia CA 91016
Phone (626) 256-3241*

If your business involves selling/serving beer, wine or other alcoholic beverages, you will need to obtain an Alcoholic Beverage Control (ABC) License.

Secretary of the State

*Corporations must register with the Secretary of State
Corporate Filing Division
Phone: (916) 445-2900*

For incorporation information, you may also contact the Los Angeles office at:

*300 S. Spring South Tower, 12th floor
Los Angeles, CA 90013*

Department of Consumer Affairs

*District Office: 133 N. Sanole Dr.
Los Angeles, CA 90063
Phone: (800) 344-9940 or (213) 260-2893*

Numerous professions and vocations require licenses from the California Department of Consumer Affairs. To determine if your activity is subject to State licensing requirements, you should call this Department.

Import/Export Information

*Federal Trade Commission
10877 Wilshire Blvd., Suite 700
Los Angeles, CA 90024
(310) 824-4300*

Better Business Bureau

*3727 W. 6th St.
Los Angeles, CA 90024
(213) 251-9696*

Historical information can be obtained on the number and types of complaints a business has received. In addition, they provide business advice and consulting to new business people.

Department of Insurance

(800) 927-4357

This State of California agency regulates insurance companies and their agents and brokers.

Industry Sheriff Station

*150 N. Hudson Ave.
Industry, CA 91744
(626) 330-3322*

Los Angeles County Fire Dept.

*1245 Hacienda Rd.
La Habra, CA 90631
(562) 697-6731*

Fire Department (Elliot)

*15336 Elliot St
La Puente, CA 91744
(626) 968 1720*

For issuance of Business Licenses, this station conducts Business License Inspections.

Fire Department (Industry)

*17056 Gale Ave
Industry, CA 91744
(626) 968-1720*

County Register Recorder's Office

*12400 Imperial Hwy
Norwalk CA 90650
(562) 462-2137*

Contractor's State License Board

*9821 Business Park Drive
Sacramento CA 95827
(800) 321-2752
www.cslb.ca.gov*

Child Care Information Service

*1460 E Holt, Ste #130
Pomona CA
(626) 443-8221
(909) 397-4740*