City of San Dimas
Business License Information

Thank you for your inquiry regarding business licensing in the City of San Dimas.

When conducting business in the City of San Dimas, Section 5.04 of the San Dimas Municipal Code requires businesses to obtain a business license.

Before you apply for your City of San Dimas business license:

- Contact the City for a copy of the business license application
  - Visit the City Website @ www.cityofsandimas.com
    - On the left side banner, Point to Administration, and "click on" Business License. Applications forms and rate schedules are available to print.
  - Business license applications are available at the City Hall reception counter at 245 E. Bonita Avenue
  - Applications can be mailed to you upon request, call City Hall @ (909) 394-6200
- Contact the Planning Department regarding the zoning requirement for your type of business and its location in the City.
- Contact the Building & Safety Department regarding tenant improvements and requirement for building permits for your location.
- In addition to obtaining your City business license, you are also required to comply with all City, County and State regulations for zoning, building, health & safety.
  - Your business activity may require a *Seller's Permit* (Retail Sales Tax Number) from the State Board of Equalization. To obtain such a permit, you must contact one of the local district offices.
    - State Board of Equalization, 1521 W. Cameron, #300, West Covina, CA, (626) 480-7200
    - www.boe.ca.gov
  - Contact the *Internal Revenue Service* @ (800) 829-1040 for a Federal Employer Identification Number. The IRS will provide information for new businesses and the necessary forms.
  - Contact the *Franchise Tax Board* if you intend to have employees or to obtain forms for estimating State Withholding Tax for yourself.
    - Call (800) 852-5711
    - www.ftb.ca.gov
  - Contact *Los Angeles County Registrar Recorders Office* for information and to obtain a fictitious business name or DBA (doing business as)
    - County of LA Registrar Recorders, 12400 E. Imperial Hwy, Norwalk, CA (800) 201-8999
    - //regrec.co.la.ca.us

City of San Dimas Business Licensing Information:

Before you apply…..(continued)

- Contact *Los Angeles County Environmental Health* for a Public Health License/Permit for all food facilities. Any change of ownership will require a new application to be issued to the new owners. New construction of food establishments must have approvals from both the City Building & Safety Department and the City Planning Department before a permit is issued.
  - LA County Environmental Health, 1435 W. Covina Pkwy, West Covina, CA (626) 813-3380
  - www.lapublichealth.org

- Contact the State of California, Alcohol Beverage Control for obtaining *Liquor Licenses* for your business
  - Alcohol Beverage Control, 222 E Huntington Dr., Ste 114, Monrovia, CA (626) 256-3241
  - www.abc.ca.gov

For your businesses' additional safety, the City of San Dimas contracts with Los Angeles County for law enforcement and fire protection.

- Los Angeles County Sheriff's Department, San Dimas Station, 270 S. Walnut Avenue, San Dimas, CA (909) 450-2700
- Los Angeles County Fire Department,
  - Station #64, 164 S. Walnut Avenue, San Dimas, CA (909) 599-6727
  - Station #141, 1124 Puente Avenue, San Dimas, CA (909) 599-7117

Please note that due to the nature of your business, certain businesses, professions, trades or occupations as set forth in Chapter 5.28 of the San Dimas Municipal Code shall first obtain a special permit to operate such business within the city.

- **For businesses with a fixed place of business in the City of San Dimas**, the application must be returned in person by the owner, proprietor, officer of the corporation, or an authorized agent. An authorized agent must have a letter signed by the owner of the business.

- **If you are a contractor**, Your Contractor's License must be current and active and a Certificate of Insurance for Worker's Compensation Insurance or a Worker's Compensation Declaration is required.

For any additional questions regarding business licenses in the City of San Dimas, contact San Dimas City Hall at (909) 394-6200.

License # _____

Business License Application

New Business ☐ **Change of Address** ☐ **Change in Ownership** ☐

Business Name _____.

Business Owner _____

Business Address_____.
(May not be a P.O. Box except for a Home Occupation)

City _____ State _____ Zipcode _____.

Business Phone # (_____)_____ Business Fax (_____)_____.

Are you sharing this location with another business? NO ☐ YES ☐ Name: _____

Billing Address _____.

City _____ State _____ Zipcode _____.

Please indicate business type: ☐ **Retail** ☐ **Wholesale** ☐ **Manufacturing** ☐ **Service** ☐ **Office**

Please check ownership type: ☐ **Sole** ☐ **Partnership** ☐ **Corporation** ☐ **LLC**

Description of business activity in detail: _____
(attach additional sheets if necessary) (if manufacturing, wholesale, import/export, or retail, please list products)

Federal Employer ID (FEIN) _____ State Employer ID (SEIN) _____.

State Professional License # _____ Class _____ Expiration Date _____.

State Contractor License # _____ Class _____ Expiration Date _____.

Retail Sales # _____ Gross Receipts (Video & Vending Only) $_____ / yr.

# of Business Owners _____ # of Full Time Employees _____ # Part-time Employees _____.

Rental Units _____ # Billiard Tables/Bowling Lanes _____ # Mobile Home/Storage Spaces _____ # Beds _____

NOT PUBLIC INFORMATION NOT PUBLIC INFORMATION

Business Owner/CEO _____.

Residential Address _____ City _____ State ___ Zipcode _____.

Phone # (____)_____ Social Security # _____ Driver's License # _____.

Business Partner/Owner: _____.

Residential Address _____ City _____ State ___ Zipcode _____.

Phone # (____)_____ Social Security # _____ Driver's License # _____.

- *I hereby certify under penalty of perjury that the information provided herein is true and correct to the best of my knowledge and ability.*

Owner's signature _____ Date _____.

♦ City of San Dimas ♦ 245 E. Bonita Avenue ♦ San Dimas, California 91773 ♦ (909) 394-6200 ♦ Fax (909) 394-6209 ♦

For Office Use Only

Classification: _____ Catagory_____ Bus. Group: _____Loc: _____ Lic Copies ____

Workers Comp: Y N E Chg Penalty: Y N SIC _____ Rate Code: _____ #Units: _____

Basic Fee $ _____ # EE $_____ NPDES $ _____ SB1186 $ 1.00 = **TOTAL DUE: $**_____

Please answer yes or no to the following questions regarding your business activity:

Does your business use any type of chemical in your business activity? ☐ **YES** ☐ **NO**
Type of Chemicals _____

Does your business activity include food preparation? ☐ **YES** ☐ **NO**
If YES, list type: _____

Will your operations include any processing, handling, storage or discharge of hazardous material, including chemicals and solvents? ☐ **YES** ☐ **NO**
If YES, list types: _____

How disposed? _____

Will your business generate any hazardous waste at this site? ☐ **YES** ☐ **NO**
If YES, list type: _____

How disposed: _____

Will you be discharging any waste other than domestic waste to the sewer system? ☐ **YES** ☐ **NO**
If YES, list type: _____

Will your business operation include any welding or cutting? ☐ **YES** ☐ **NO**
Acetylene, Arc? _____

Will there be storage of any type of bottled gases, or more than 5 gallons of flammable liquid of any type? ☐ **YES** ☐ **NO**
If YES, list types: _____

Will your business operation include spray painting? ☐ **YES** ☐ **NO**

Will your operation including sanding, cutting or shaping of wood products producing combustible dust or fibers? ☐ **YES** ☐ **NO**

Will there be storage of materials exceeding 12 feet in height or tire, plastic or flammable liquid storage over 6 feet in height? ☐ **YES** ☐ **NO**

Will there be repairs of vehicles beyond the simple exchange of parts? ☐ **YES** ☐ **NO**

Does your business currently have a Los Angeles County Industrial Waste Permit, and/or a State of California Storm Water Permit? ☐ **YES** ☐ **NO**
IF YES, to either, please enter permit numbers: Industrial Waste _____ Storm Water _____

Will your business activity include the sale of food or beverages for off-site consumption or the storage of food or beverages? ☐ **YES** ☐ **NO**
IF YES, submit copy of Los Angeles County Health Department permit.

Will your business serve alcoholic beverages? ☐ **YES** ☐ **NO**
IF YES, What type of ABC license? ☐ BEER ☐ WINE ☐ ALL ALCOHOL **(Submit copy of License)**

Will there be entertainment including, but not limited to, live performances (includes band, disc jockey) dancing, other? ☐ **YES** ☐ **NO**
If YES, list type: _____
Live Entertainment requires an Entertainment Permit

Will there be arcade machines/amusements devices? **IF YES,** How many? _____ ☐ **YES** ☐ **NO**

Will there be any placement of new machinery, equipment or storage units outdoors or on the roof? ☐ **YES** ☐ **NO**

Will the business operation include any work, use or storage conducted outside of a wholly enclosed building? ☐ **YES** ☐ **NO**

Will you be doing any interior or exterior alterations or improvements to the building or grounds? ☐ **YES** ☐ **NO**
IF YES, please describe _____

Is your business subject to any outside regulations and permits from any governmental agency? ☐ **YES** ☐ **NO**
IF YES, please describe _____

Does your business activity generate 4 or more cubic yards of waste per week? **IF YES**, Complete attached survey ☐ **YES** ☐ **NO**

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I, the undersigned, have read and answered the above questions truthfully and to the best of my ability. I understand that a site inspection may be necessary at the business location due to the nature of my business and that the issuance of a business license may be subject to the approval of other government agencies under contract with the City of San Dimas.

_____
owner's initial

For Office Use Only

Planning Dept Approval _____
Zoning Designation _____

Bldg Dept. Approval _____

Public Works Dept Approval _____
❑ Need Clearance from LA County Industrial Waste
❑ Need Permits for physical modifications to premises
❑ SIC_____ NPDES Permit _____SW1 _____SW2
[ ] Need clearance from LA County Fire Dept.

❑ Special Conditions _____

Business License # _____

Business Name _____ Phone _____

Business Address _____

City _____ State _____ Zipcode _____

Workers Compensation Declaration

(Section 3711 of the Labor Code)

I hereby affirm, under penalty of perjury, one of the following declarations:

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation , as provided by Section 3700, for the duration of any business activities conducted for which this license issued.

☐ I have and will maintain workers' compensation insurance, as required by Section 3700, for the duration of any business activities conducted for which this license is issued.

☐ I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

_____ _____ _____

Applicants Signature Applicants Name and Title (please print) Date

(Warning: Failure to secure Workers' Compensation Coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to $100,000, in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.)

Workers' Compensation Insurance Information

Company _____

Address _____

_____

City _____ State _____ Zipcode _____

Policy Number _____

Expiration Date _____

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City of San Dimas

245 E. Bonita Avenue
San Dimas, California 91773
(909) 394-6200, FAX (909) 394-6209

Business License Fees
Effective 7/1/2016

C03	Businesses located in San Dimas	$127.00 plus $9.50 per employee/partner	+ $1.00 (State fee)
C03	Businesses located Outside San Dimas	$127.00 annual	+ $1.00 (State fee)
C04	Apartments & Business Rentals	$127.00 plus $11.60 (for each unit over 2)	+ $1.00 (State fee)
C06	Hotels, Motels, Hospitals & Retirement Care & Nursing Homes	$84.90 plus $8.80 per bed	+ $1.00 (State fee)
C07	Movie/Commercial Filming	$353.20 per day	+ $1.00 (State fee)
C12	Deliveries	$105.80 per vehicle	+ $1.00 (State fee)
F01	Contractors	$134.00 annual	+ $1.00 (State fee)
F05	Home Occupations	$127.00 annual + $20.00 (planning fee)	+ $1.00 (State fee)
F06	Exempt / Non-Profit	$ 1.00	+ $1.00 (State fee)
G01	Gross Receipts Vending Machines Video Arcades	Variable Rates	+ $1.00 (State fee)

Certain businesses, professions, trades and occupations, because of their nature and circumstances, shall have a different license fee than that set forth for general business licenses (SD 5.24.070)
Please contact the business license department for licensing procedures and fees.

Ordinance No. 956 7/1/95
Resolution No. 16-31, 05/24/2016

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of $1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified. Additional $1.00 will be added at time of receipt.

Workers' Compensation (Section 3711 of the Labor Code):
Failure to secure Workers' Compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to $100,000 in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney fees.

BUSINESS LICENSE REFERRAL PHONE NUMBERS

City of San Dimas, Business Licenses..... 909/394-6200

City of San Dimas, Planning Dept.....…... 909/394-6250

City of San Dimas, Building & Safety..... 909/394-6260

San Dimas Chamber of Commerce…..... 909/592-3818

Alcohol Beverage Control.....…..... 626/256-3241
222 E. Huntington Dr., Ste 114, Monrovia, CA
www.abc.ca.gov

Alcohol Tobacco Firearms.....…..... 213/534-2450
350 S Figueroa St, Los Angeles, CA
www.atf.treas.gov

Child Care Information Service…....… 626/449-8221
1460 E. Holt, Ste 130, Pomona, CA 909/397-4740
www.rrnetwork.org
Dept of Social Services/Community Care 323/981-3350
1000 Corporate Center Dr., Monterey Park
//ccld.ca.gov

Consumer Affairs….....…..... 800/344-9940
State of California, Department of 800/952-5210
www.dca.ca.gov

Contractor's State License Board..... 800/321-2752
www.cslb.ca.gov

Fictitious Business Name.....…….…..... 800/201-8999
County of L.A. Registrar/Recorders 562/462-2177
12400 E. Imperial Hwy, Norwalk, CA
//regrec.co.la.ca.us

Franchise Tax Board.....….....…..... 800/852-5711
www.ftb.ca.gov **800/338-0505**

Health Permit.....….....…..... 626/813-3380
L.A. County Environmental Health
5050 Commerce Dr., Baldwin Park
Cottage Food Permits.(Plan Check)..... **626/430-5560 & 626/430-5400**
Public Health …… **888-700-9995**
www.lapublichealth.org

Resale Number/Seller's Permit.....…..... 626/480-7200
State Board of Equalization,
1521 W. Cameron, #300, West Covina
www.boe.ca.gov

Bureau of Automotive Repair.....…..... 800/952-5210
www.bar.ca.gov

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City Council
CURTIS W. MORRIS, Mayor
JOHN EBINER, Mayor Pro Tem
DENNIS BERTONE
EMMETT BADAR
JEFF TEMPLEMAN

City Manager
BLAINE M. MICHAELIS

Assistant City Manager Treasurer/City Clerk
KENNETH J. DURAN

CITY OF San Dimas CALIFORNIA

Assistant City Manager of Community Development
LAWRENCE STEVENS

Director of Public Works
KRISHNA PATEL

Director of Parks and Recreation
THERESA BRUNS

City Attorney
MARK W. STERES

Dear New Business Owner,

The City of San Dimas would like to welcome you and your new business to the City and to thank you for choosing San Dimas as a location for you to do business!

This letter is to inform of you of recent statewide regulations that have been passed that may affect your business. Please read the following information and review the brochure included with this letter.
With the passage of AB 341 it is now a statewide regulation that **ALL** commercial businesses that generate four (4) or more cubic yards of waste including Multifamily Complexes with five (5) or more units to utilize some form of a recycling program.

To be in compliance with this law, businesses and multifamily dwellings can take one or any combination of the following in order to reuse, recycle, compost or otherwise divert solid waste from disposal:

- Self-haul recyclable material for reclamation
- Subscribe to recycling service through the City's franchised hauler
- Arrange for pickup of recyclables from a third party recycler
- Subscribe to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation.

The City makes every effort to keep businesses aware of this requirement and assist with its compliance. As a new or potentially new business to the City we ask that you complete the brief recycling questionnaire about the waste generation and recycling programs for your business. As mandated by AB 341 jurisdictions will report on progress implementing their commercial recycling programs, including outreach, education, and monitoring efforts, as part of the existing CalRecycle annual report process. This reporting will include the City's activities to educate businesses on the mandatory recycling requirements, as well as the efforts to track and monitor compliance with this state law. From time to time we may contact you to update our records of your recycling activities.

Thank you in advance for your cooperation for more information you may contact us at (909)-394-6210.

245 EAST BONITA AVENUE • SAN DIMAS • CALIFORNIA 91773-3002 • [909] 394-6200 • FAX [909] 394-6209

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Commercial and Multi-Family Recycling Questionnaire

Please take a moment to fill out the questionnaire regarding recycling programs and services with your business. Your participation will provide us with useful information to help improve and track recycling within our city.

Name of business and business license #: _____

Contact person: _____ Phone: _____

Address: _____ Email: _____

Number of weekly waste pick-ups: _____

List average weekly amount of waste generated by your business (cubic yards): _____

If your business currently recycles, what materials do you recycle? Check all that apply:

☐ Paper (cardboard, newspapers, officer paper, catalogs/phonebooks, mail/junk mail, etc.)

☐ Glass and/or CRV (beverage containers, jars, CA redemption value items, etc.)

☐ Plastics (containers, cartons, bags, sheet wrap, etc.) ☐ Metal containers (steel/tin cans, vegetable cans etc.)

☐ Metal (appliances, scrap metal) ☐ Electronic waste ☐ Clothing (textiles, rags, etc.)

☐ Wood (pallets and/or lumber) ☐Automobile fluids ☐ Other: _____

Please indicate your current recycling programs. Check all that apply:

☐ Self-Haul. List facility or location where materials are recycled including how often (i.e. number of times per week/month, etc.) they are taken. If materials are donated, please list the recipient: _____

☐ Waste Management or other franchise hauler. Please list current services and/or programs. If applicable, list any customizations of your current service (i.e. only recycle paper): _____

Number of regular and mixed waste containers: _____ Number of recycling containers: _____

☐ Third Party pick-up. Name of Hauler: _____ Number of scheduled picks-up per month/year: _____

☐ Other. Please describe other forms used or use this space to provide additional information to the above questions:

_____

_____

If your business is currently not recycling, please fill out the following:

Check materials your business can recycle:

☐ Paper ☐ Plastics ☐ Metals ☐ Clothing/textiles ☐ Wood ☐ Fluids/oils ☐ Yard waste ☐ Other: _____

Please select reasons for not recycling (check all that apply):

☐ Cost ☐ Lack of recycling options ☐ Confidential data destruction

☐ Space or lack of recycling containers ☐ Business location ☐ Time constraints of separating materials

☐ Recycling materials yet to be targeted ☐ Lack of education or knowledge of recycling practices

☐ Other: _____

Thank you for your participation! Your feedback is greatly appreciated.