



## 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](http://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](http://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](http://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](http://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](http://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](http://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 Business Owner/CEO \_\_\_\_\_ NOT PUBLIC INFORMATION

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**

=====  
*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 _____ <input type="checkbox"/> Special Conditions _____	Public Works Dept Approval _____ <input type="checkbox"/> Need Clearance from LA County Industrial Waste <input type="checkbox"/> Need Permits for physical modifications to premises <input type="checkbox"/> SIC _____ NPDES Permit _____ SW1 _____ SW2 <input type="checkbox"/> Need clearance from LA County Fire Dept.
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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

<b>C03</b> Businesses located in San Dimas	\$127.00 plus \$9.50 per employee/partner	+ \$1.00 (State fee)
<b>C03</b> Businesses located Outside San Dimas	\$127.00 annual	+ \$1.00 (State fee)
<b>C04</b> Apartments & Business Rentals	\$127.00 plus \$11.60 (for each unit over 2)	+ \$1.00 (State fee)
<b>C06</b> Hotels, Motels, Hospitals & Retirement Care & Nursing Homes	\$84.90 plus \$8.80 per bed	+ \$1.00 (State fee)
<b>C07</b> Movie/Commercial Filming	\$353.20 per day	+ \$1.00 (State fee)
<b>C09</b> Solicitors	\$211.40 principle solicitor \$140.90 (each additional)	+ \$1.00 (State fee) + \$1.00 (State fee)
<b>C12</b> Deliveries	\$105.80 per vehicle	+ \$1.00 (State fee)
<b>F01</b> Contractors	\$134.00 annual	+ \$1.00 (State fee)
<b>F05</b> Home Occupations	\$127.00 annual + \$20.00 (planning fee)	+ \$1.00 (State fee)
<b>F06</b> Exempt / Non-Profit	\$ 1.00	+ \$1.00 (State fee)
<b>G01</b> 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**

<b>City of San Dimas, Business Licenses.....</b>	<b>909/394-6200</b>
<b>City of San Dimas, Planning Dept.....</b>	<b>909/394-6250</b>
<b>City of San Dimas, Building &amp; Safety.....</b>	<b>909/394-6260</b>
<b>San Dimas Chamber of Commerce.....</b>	<b>909/592-3818</b>
<b>Alcohol Beverage Control.....</b>	<b>626/256-3241</b>
222 E. Huntington Dr., Ste 114, Monrovia, CA <a href="http://www.abc.ca.gov">www.abc.ca.gov</a>	
<b>Alcohol Tobacco Firearms.....</b>	<b>213/534-2450</b>
350 S Figueroa St, Los Angeles, CA <a href="http://www.atf.treas.gov">www.atf.treas.gov</a>	
<b>Child Care Information Service.....</b>	<b>626/449-8221</b>
1460 E. Holt, Ste 130, Pomona, CA <a href="http://www.rnetwork.org">www.rnetwork.org</a>	909/397-4740
Dept of Social Services/Community Care 1000 Corporate Center Dr., Monterey Park <a href="http://cclld.ca.gov">//cclld.ca.gov</a>	323/981-3350
<b>Consumer Affairs.....</b>	<b>800/344-9940</b>
State of California, Department of <a href="http://www.dca.ca.gov">www.dca.ca.gov</a>	800/952-5210
<b>Contractor's State License Board.....</b>	<b>800/321-2752</b>
<a href="http://www.cslb.ca.gov">www.cslb.ca.gov</a>	
<b>Fictitious Business Name.....</b>	<b>800/201-8999</b>
County of L.A. Registrar/Recorders 12400 E. Imperial Hwy, Norwalk, CA <a href="http://regrec.co.la.ca.us">//regrec.co.la.ca.us</a>	562/462-2177
<b>Franchise Tax Board.....</b>	<b>800/852-5711</b>
<a href="http://www.ftb.ca.gov">www.ftb.ca.gov</a>	<b>800/338-0505</b>
<b>Health Permit.....</b>	<b>626/813-3380</b>
L.A. County Environmental Health 5050 Commerce Dr., Baldwin Park	
<b>Cottage Food Permits.(Plan Check).....</b>	<b>626/430-5560 &amp; 626/430-5400</b>
<b>Public Health .....</b>	<b>888-700-9995</b>
<a href="http://www.lapublichealth.org">www.lapublichealth.org</a>	
<b>Resale Number/Seller's Permit.....</b>	<b>626/480-7200</b>
State Board of Equalization, 1521 W. Cameron, #300, West Covina <a href="http://www.boe.ca.gov">www.boe.ca.gov</a>	
<b>Bureau of Automotive Repair.....</b>	<b>800/952-5210</b>
<a href="http://www.bar.ca.gov">www.bar.ca.gov</a>	

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<b>City of San Dimas, Building &amp; Safety.....</b>	<b>909/394-6260</b>
<b>San Dimas Chamber of Commerce.....</b>	<b>909/592-3818</b>
<b>Alcohol Beverage Control.....</b> 222 E. Huntington Dr., Ste 114, Monrovia, CA <a href="http://www.abc.ca.gov">www.abc.ca.gov</a>	<b>626/256-3241</b>
<b>Alcohol Tobacco Firearms.....</b> 350 S Figueroa St, Los Angeles, CA <a href="http://www.atf.treas.gov">www.atf.treas.gov</a>	<b>213/534-2450</b>
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Dept of Social Services/Community Care 1000 Corporate Center Dr., Monterey Park <a href="http://cclid.ca.gov">//cclid.ca.gov</a>	323/981-3350
<b>Consumer Affairs.....</b> State of California, Department of <a href="http://www.dca.ca.gov">www.dca.ca.gov</a>	<b>800/344-9940</b> 800/952-5210
<b>Contractor's State License Board.....</b> <a href="http://www.cslb.ca.gov">www.cslb.ca.gov</a>	<b>800/321-2752</b>
<b>Fictitious Business Name.....</b> County of L.A. Registrar/Recorders 12400 E. Imperial Hwy, Norwalk, CA <a href="http://regrec.co.la.ca.us">//regrec.co.la.ca.us</a>	<b>800/201-8999</b> 562/462-2177
<b>Franchise Tax Board.....</b> <a href="http://www.ftb.ca.gov">www.ftb.ca.gov</a>	<b>800/852-5711</b> 800/338-0505
<b>Health Permit.....</b> L.A. County Environmental Health 5050 Commerce Dr., Baldwin Park <b>Cottage Food Permits.(Plan Check).....</b> <b>Public Health .....</b> <a href="http://www.lapublichealth.org">www.lapublichealth.org</a>	<b>626/813-3380</b>  626/430-5560 & 626/430-5400 888-700-9995
<b>Resale Number/Seller's Permit.....</b> State Board of Equalization, 1521 W. Cameron, #300, West Covina <a href="http://www.boe.ca.gov">www.boe.ca.gov</a>	<b>626/480-7200</b>
<b>Bureau of Automotive Repair.....</b> <a href="http://www.bar.ca.gov">www.bar.ca.gov</a>	<b>800/952-5210</b>

**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



**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 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.

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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.*