



# CITY OF SAN GABRIEL

425 SOUTH MISSION DRIVE, SAN GABRIEL, CALIFORNIA 91776

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www.sangabrielcity.com

## **BUSINESS LICENSE REQUIREMENTS**

Copies of the following documents **MUST** be submitted along with a **COMPLETED** Business License & Occupancy Permit Application and the appropriate fees.

- \_\_\_\_\_ 1. **BUSINESS LICENSE & OCCUPANCY PERMIT APPLICATION** – Fill out the attached application. Application must be approved by the Community Development Department.
- \_\_\_\_\_ 2. **FICTITIOUS BUSINESS NAME STATEMENT (DBA)** – Contact L.A. County Clerk, (562) 462-2177, 12400 Imperial Highway, Norwalk, 8:00 a.m. – 5:00 p.m., Monday-Friday. \$10 filing fee for each name filed. Exempt if business is a corporation and is using the Corporate name or if business name is the complete name of applicant plus a description of the business.
- \_\_\_\_\_ 3. **ARTICLES OF INCORPORATION** – Required for companies claiming Corporate Status.
- \_\_\_\_\_ 4. **RESALE / SELLERS PERMIT** – Required for all retail / wholesale businesses. Contact the State Board of Equalization at (626) 480 – 7200, 1521 W. Cameron Ave., Suite 300, West Covina, Ca 91790-2738. Call (800) 400 – 7115 for general information.
- \_\_\_\_\_ 5. **FEDERAL TAX I.D. NO.** – Required for all business with employees. Contact the Internal Revenue Service at (800) 829 – 1040.
- \_\_\_\_\_ 6. **HEALTH LICENSE** – Required for all food service businesses. Contact the Health Department at (626) 813 – 3379.
- \_\_\_\_\_ 7. **STATE LICENSE** – Required for all professionals: physicians, dentists, lawyers, CPAs, architects, acupuncturists, etc.
- \_\_\_\_\_ 8. **WORKERS COMPENSATION INSURANCE** – Required for all businesses with employees. Contact State Compensation Insurance Fund at (626) 574-2600 or (323) 266-5100. You may also contact your own insurance company.
- \_\_\_\_\_ 9. **ESTABLISHMENT LICENSE** – Required for all cosmetologists. Contact the State Board of Cosmetology at (800) 952-5210.

### **ADDITIONAL FEES:**

- \_\_\_\_\_ 10. **GREASE TRAP FEE** - Required for food service businesses. This is an ANNUAL fee. You may also have a one-time cost for installation of a grease trap sufficient to meet City and Health Department standards.
- \_\_\_\_\_ 11. **FIRE INSPECTION FEE** - Required for ALL businesses. This is an ANNUAL fee.

**THE COMPLETED BUSINESS LICENSE & OCCUPANCY PERMIT APPLICATION MUST BE SUBMITTED ALONG WITH ALL APPLICABLE DOCUMENTS.**

**WHEN ALL INSPECTIONS ARE COMPLETE, YOU WILL RECEIVE AN OCCUPANCY PERMIT AND BUSINESS LICENSE IN THE MAIL**