

## Who Needs a Business License

Any person, including but not limited to, an individual, corporation or sole proprietor who wishes to conduct business in San Gabriel or indirectly; this includes independent contractors and home offices. A Business License Certificate must be issued prior to conducting business. The city ordinance section 110.03 states No person shall engage in any business liable to a license fee pursuant to the provisions of this chapter without having secured a proper license as prescribed in this chapter and without complying with all the regulations of such business as set forth in this chapter. These include but are not limited to:

- Any business in a commercial or industrial location.
- Persons who have a home office or use their home as the headquarters of their business
- Businesses which are located outside the City but transact business in the City such as contractors, cleaners, appliance repair, gardeners, fumigators, solicitors, etc.
- Independent contractors such as massage providers, beauticians, etc.
- Apartment owners of four or more units.
- Mobile vendors such as gourmet food trucks and ice cream trucks.
- Temporary businesses at a one-day or weekend event in the City, or a short-term seasonal business.

## How Do I Obtain a Business License?

Businesses located in the City will start by contacting the Community Development Department at (626) 308-2806 or [Commdevinfo@sgch.org](mailto:Commdevinfo@sgch.org) to verify zoning and building permit requirements for any tenant improvements. Once zoning is verified and tenant improvements receive final inspection approval, the business can apply for the City business license by calling (626) 308-2812 or emailing [Financeinfo@sgch.org](mailto:Financeinfo@sgch.org). Please include your business name and address in the subject line.

Out of town, businesses may obtain an application form on the City website, [www.sangabrielcity.com](http://www.sangabrielcity.com).

## **How Much Does It Cost?**

The City of San Gabriel is a flat tax city, rather than a gross receipts city. Tax rates are based on business classifications. Tax for coin operated games and machines are based on gross receipts (7%).

## **How Long Does It Take to Apply?**

Out of town business, licenses and some independent contractor licenses may apply and pay same business day. Most in town businesses will need to apply for a sign permit and schedule occupancy inspections so the licensing processing time may vary.

## **What Other Things May I Need?**

Please see the list of Business License Requirements. Certain requirements may apply to certain business types. Please contact City Hall if you have any questions about what may be required for your particular type of business.

Conditional Use Permits, issued by the Planning Commission after a public hearing, are required for a number of business types, including massage establishments, schools and educational institutions, live entertainment venues, automobile dealers, etc. Please contact Community Development Department at (626) 308-2806 or [Commdevinfo@sqch.org](mailto:Commdevinfo@sqch.org) to verify zoning and building permit requirements before signing a lease.

# BUSINESS LICENSE APPLICATION REQUIREMENTS

## All Businesses - BL and Occupancy Application Form

**Sole Proprietorships/Partnerships/Husband & Wife** – If using a name other than the owner's (or owners') own personal first and last names in the name of the business, must have a Fictitious Name Statement (DBA) stamped by the LA County Recorder's Office in Norwalk. Note: Must be registered in Los Angeles County. The address does not need to be the business address as long as the address is in Los Angeles County.

**Corporations/LLC's** – Articles of Incorporation or Statement of LLC stamped by the California Secretary of State. The address does not have to match the business address as long as it is a California address. Also, Statements of Information showing the names of all officers/partners must be provided.

**If there are employees** in all categories of businesses: Must have Worker's Compensation Insurance and Federal Tax ID #.

### **Auto Brokers/Wholesalers/Driving Schools – in addition to above,**

Seller's Permit (Driving Schools excepted)

Occupational license issued by the California Department of Motor Vehicles.

### **Auto Dealer (New Cars) – in addition to above,**

Seller's Permit

Occupational license issued by the California DMV.

### **Auto Repair – in addition to above,**

Certification from the Calif. Dept. of Consumer Affairs, Bureau of Automotive Repairs

### **Barber/Beauty/Nail/Skin Salons – in addition to above,**

Establishment License – issued by the State Board of Barbering and Cosmetology to the owner of the establishment

Professional licenses of all people who work in the salon (cosmetologist, manicurist, esthetician, barber) – employees need to be paid for as employees – others who rent stations or work on commission must obtain their own independent contractor licenses

Seller's Permit – if selling any products

**Note** – salons get charged the **general business license rate**

**Check Cashing/Payday Loans – in addition to above,**

Check Casher Permit issued by the California Attorney General's Office

**Employment Agencies - in addition to above,**

Surety Bond ratified by the California Secretary of State

**Furniture Stores - in addition to above,**

Home furnishings license issued by the California Department of Consumer affairs.

**Home-Based Businesses – in addition to above,**

Home-based business supplemental application form

Seller's Permit – if engaged in retail sales - MUST have San Gabriel address on it.

Occupancy Approval from Planning Dept., w. \$45.00 fee

**Immigration Consultant – in addition to above,**

Immigration Bond & Disclosure issued by the Calif. Secretary of State

**Massage – in addition to above,**

All **owners and managers** must obtain Operator Permits from the San Gabriel Police Department. All **businesses** must obtain Certificates of Operation, in addition to the business license, from the Finance Department. All **massage providers** must be CAMTC certified. Note there must be at least one person with a valid Operator's Permit on the premises at all times. (City Ordinance 612- C.S.)

**Professional - in addition to above,**

Copy of State-issued professional license (note: "Professional" means medical doctor, dentist, lawyer, architect, acupuncturist, nurse, accountant, optometrist, optician, mortician, podiatrist, engineer (if not licensed by the State Contractor's Board) or chiropractor.

**Real Estate – in addition to above,**

State issued Real Estate License

**Note 1** – All agents must either be included as employees or obtain their own independent contractor licenses

**Note 2** – Real estate offices, brokers, and agents pay **general license fee**

**Restaurants – in addition to above,**

Seller's Permit – MUST have San Gabriel address on it  
Health Department Certificate or blue application form (may need to be provided after opening)  
Alcohol License from California ABC if selling alcohol.

**Retail Businesses – in addition to above,**

Seller's Permit – MUST have San Gabriel address on it

**Security Guards – in addition to above,**

License from the California Bureau of Security & Investigative Services

**Taxis – in addition to above,**

All taxi applications must be **approved** by a **vote of the City Council**.  
Information concerning insurance and general requirements is found in the taxi license application packet issued by the City Clerk's office.

**Travel Agents – in addition to above,**

Sellers of Travel letter issued by California Dept. of Justice, Office of the Attorney General

**Tobacco licenses – in addition to above,**

The state license is required by the Cigarette and Tobacco Products Licensing Act of 2003.

Retail sellers of cigarettes and tobacco products in California must have a California Cigarette and Tobacco Products Retailer's License

You can apply and also renew your license online using our online services available at [www.boe.ca.gov](http://www.boe.ca.gov).

Must obtain City of San Gabriel Tobacco Retailer's license.



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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 provided 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, \$26 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 personal name of applicant. Must also provide proof of publication in adjudicated newspaper.
- \_\_\_\_\_ 3. **ARTICLES OF INCORPORATION & STATEMENT OF INFORMATION -**  
Required for companies claiming Corporate Status or **Limited Liability Co. Articles of Organization.**
- \_\_\_\_\_ 4. **RESALE / SELLERS PERMIT** - Required for all retail / wholesale businesses. Contact the California Department of Tax and Fee Administration. 1800-400-7115. www.cdtfa.ca.gov.
- \_\_\_\_\_ 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 or packed food sales businesses. Contact the Health Department at (626) 430-5560. The Health Dept. is located at 5050 Commerce Drive, Baldwin Park, CA 91706.
- \_\_\_\_\_ 7. **STATE LICENSE** - Required for all professionals, and certain other occupations: physicians, dentists, lawyers, CPAs, architects, acupuncturists, cosmetologists, estheticians, manicurists, CAMTC permit for massage, etc.
- \_\_\_\_\_ 8. **COMMERCIAL LEASE OR RENTAL AGREEMENT** - Must show the date you took occupancy of the space.
- \_\_\_\_\_ 9. **ESTABLISHMENT LICENSE** - Required for all salon owners. Contact the State Board of Cosmetology at (916-574-7574.)
- \_\_\_\_\_ 10. **EMPLOYEE ROSTER** - Required for all massage, beauty salon, chiropractic, and Acupuncture offices and med spas.

Other documents may be required for other types of businesses.  
**THE COMPLETED BUSINESS LICENSE & OCCUPANCY PERMIT APPLICATION MUST BE SUBMITTED ALONG WITH ALL APPLICABLE DOCUMENTS.**



## City of San Gabriel Business License Fees

**General license fee** – for retail, service-oriented, cafes & restaurants, real estate agents & brokers, manufacturing, wholesaling or home-based, etc.

**\$87.75 per year, pro-rated quarterly**

**Professional license fee** – for doctors, lawyers, accountants (CPA only), dentists, morticians, chiropractors, acupuncturists, architects, engineers, optometrists, opticians, nurses, etc.

**\$122.85 per year, pro-rated quarterly**

**Additional partners or employees –**

**\$10.53 per year, pro-rated quarterly for general licenses**

**\$70.20 per year for additional professional partners or employees**

**\$17.66 per year for non-professional employees in a professional office**

**Application fee for all new licenses – \$100**

**NPDES (National Pollutant Discharge Elimination System) annual fee-**

**\$120 for general licenses**

**\$200 for heavy industrial (gas stations, auto repair, etc.)**

**Fire Inspection annual fee-**

**\$125.00 per year**

**Grease Trap fee-**

**\$530 per year, pro-rated quarterly – for restaurants and cafes**