

**CITY OF LAKEWOOD BUSINESS LICENSE**

Business License Division, P.O. Box 220, Lakewood, CA 90714  
 Tel: 562-866-9771 x 2622, E-mail: [BusLic@Lakewoodcity.org](mailto:BusLic@Lakewoodcity.org)



**ANNUAL BUSINESS LICENSE APPLICATION (JULY 01- JUN 30)**

**\*\*APPLICANT MAY SUBMIT NEW BUSINESS LICENSE APPLICATION IN PERSON OR BY MAIL. ADDITIONAL DEPARTMENT APPROVAL MAY BE REQUIRED\*\***

PLEASE FILL ALL APPLICABLE ITEMS. FIELDS WITH AN ASTERISK (\*) ARE REQUIRED. PLEASE PRINT CLEARLY:

Business Name/ DBA*:		Business Phone *:	Business Email Address:	
Name of Owner*:		Phone:	Email Address:	
Business Address*:	Ste./Apt.	City	State	Zip
Mailing Address (if different from above):	Ste./Apt.	City	State	Zip

Describe your Business Operations\*:

Federal I.D./Last 4-digit of Social Security#*:	State Contractor No.(contractors only):	ABC License No:	Industrial Waste Permit No.:	Resale No.
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Ownership:  Corporation  Partnership  Sole Proprietor

Type of Business\*:  Retail  Wholesale  Manufacturing  Home Occupation  Other: \_\_\_\_\_

No. of Employees (including self)*	Annual Gross Receipts (estimate) \$	Unit Count (Vending Machines, etc)	Other Taxable Units
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**Pro-rated Fee Schedule: (Please adjust fee based on the application date)**

Jul 1<sup>st</sup> – Sep 30<sup>th</sup> **Payment 100%**     Oct 1<sup>st</sup> – Dec 31<sup>st</sup> **Pro-rate 90%**     Jan 1<sup>st</sup> – Mar 31<sup>st</sup> **Pro-rate 60%**     Apr 1<sup>st</sup> – Jun 30<sup>th</sup> **Pro-rate 30%**

**NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS:**

Name of Second Business Owner/Officer :	Title:	Email Address:	Phone:
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**ADDITIONAL INFORMATION:**

Name of Business Property Owner/Landlord (If Leased):

Address:	Telephone No.
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I DECLARE, UNDER PENALTY OF PERJURY, THE ABOVE STATEMENTS TO BE TRUE AND CORRECT.

APPLICANT NAME (Please Print)*:	TITLE:
APPLICANT SIGNATURE*:	DATE:

**OFFICE USE ONLY**

Business License No:	Base Rate:	\$	
Zoning:	Employee Calculations: _____ x \$5.00	\$	
CUP No.	DRB No.:	Gross Receipt Calculations:	\$
Industrial Waste Permit #:	Unit Calculations:	\$	

Department Approval: _____ Date: _____	Penalties: \$	Prorate Discount: (_____.000%)
	State Mandated Fee*: (This amount is not prorated) <b>\$4.00</b>	

Notes:	<b>TOTAL TAXES DUE: \$</b>

# CITY OF LAKEWOOD BUSINESS LICENSE INSTRUCTIONS/ FEE SCHEDULE

**NEW BUSINESSES:** Each person subject to a license tax shall apply for a license prior to beginning business.

The City of Lakewood's business license calendar year begins July 1, and ends on June 30. All Applications for a City License must be renewed **by June 30** of the current license year.

**Automotive dealers, grocers, and gasoline service stations** are \$85.00 annually plus \$0.07 per \$1,000 in gross receipts over \$500,000.

**Retail services and wholesale sales** (i.e. restaurants with no alcoholic beverages, restaurants with beer and wine, restaurants with liquor) are \$85.00 annually plus \$0.15 per \$1,000 in gross receipts over \$100,000.

**General Services** (i.e. beauty salons, nail salons, janitorial services, filming, and real estate offices) are \$85.00 annually plus \$5.00 per employee in excess of one.

**Professional Services** (i.e. doctor, dentist, chiropractor, massage therapist) are \$120.00 annually per professional and \$5.00 per non-professional.

**Home occupation businesses** are \$50.00 annually.

**General Contractors** are \$120.00 annually and \$5.00 per employee in excess of one.

**Plumbing, heating, air conditioning, electrical, refrigeration, framing, and swimming pool contractors** are \$100.00 annually plus \$5.00 per employee in excess of one.

**All other contractors** are \$85.00 annually plus \$5.00 per employee in excess of one.

**Delivery Services** are \$85.00 annually.

**Multiple dwellings** are \$33.00 per first four units and \$3.50 per additional unit annually.

**Christmas tree and pumpkin lots** are \$250.00 per season per location.

If your business does not fall into one of the above listed categories, please contact the Business License office at (562) 866-9771 extension 2622 for clarification and rates.

**Business licenses are not transferable.**

**A fee of \$8.00, payable to the City of Lakewood, shall be charged to make changes to the license.**

**\*Effective January 1, 2018, a state mandated fee of \$4.00 shall be charged to all business license applications and renewals per Assembly Bill 1379. Please add the \$4.00 mandated fee to your base rate.\***

*"Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx), The Department of Rehabilitation at [www.rehab.cahwnet.go](http://www.rehab.cahwnet.go), or The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)."*

**Late Filing Penalty (for renewals):**

10% penalty will be applied on August 1st  
15% penalty will be applied on September 1st  
25% penalty will be applied on October 1st  
50% penalty will be applied on November 1st

**For questions and inquiries, please contact:**

City of Lakewood- Business License Office  
P.O. Box 220,  
Lakewood, CA 90714  
Phone: (562) 866-9771 ext. 2622  
Fax: (562) 866-0505  
Email: [Buslic@lakewoodcity.org](mailto:Buslic@lakewoodcity.org)

\*Please Note: New Lakewood business applications and applications requiring City permits will require an original signature.