

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



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 1st – Sep 30th **Payment 100%** Oct 1st – Dec 31st **Pro-rate 90%** Jan 1st – Mar 31st **Pro-rate 60%** Apr 1st – Jun 30th **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) \$4.00	

Notes:	TOTAL TAXES DUE: \$

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, The Department of Rehabilitation at www.rehab.cahwnet.go, or The California Commission on Disability Access at 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

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



CITY OF LAKEWOOD REQUIREMENTS FOR A BUSINESS LICENSE PERMIT IN THE "R" ZONES

The Applicant understands and agrees to comply with the following restrictions on business activity in a residential zone. The Applicant further understands that the City of Lakewood grants this License as a privilege based on this agreement and that any failure on the part of the Applicant to abide by these restrictions may be cause for revocation of this Business License.

Further, the Applicant for a Cottage Food Operation understands that a Conditional Use Permit is required prior to the granting of this Business, failure on the part of the Applicant to abide by these restrictions and those Conditions contained in the approved Conditional Use Permit, may be cause for revocation of the Business License and Conditional Use Permit. an Applicant for a Cottage Food Operation business license understands.

1. **Accessory Use.** The business use of a residential premises for a home occupation must only be an accessory use that is incidental and secondary to the primary use of the residence as a home for residential purposes.
2. **Appearance.** In no way shall the residential character of the main building or premises be altered by the home business occupation use.
3. **Activities.** There shall be no activity upon the premises, causing unusual noise or disturbance, other than would be common to residential property, or otherwise interfering with the public health, safety and welfare.
4. **Employees.** There shall be no employment of help other than members of the residential family or other household member. In the case of a cottage food operation, there may be no more than one employee who is not a member of the subject household. Employee work hours at a cottage food operation shall be limited to the hours between 7:00 a.m. to 7:00 p.m. daily.
5. **Customers.** There shall be no sale of products to customers on the premises or customer activity on the premises, except, in the case of a cottage food operation. A cottage food operation shall allow no more than one customer at anytime on the cottage food operation site and only between the hours of 7:00 a.m. to 7:00 p.m. daily.
6. **Traffic.** The use shall not create pedestrian or vehicular traffic other than that normal for residential activity.
7. **Commercial Vehicles.** The use shall not involve commercial vehicles for delivery of materials to or from the premises, other than those normally allowed in a residential district.
8. **Storage.** The use shall not involve excessive or unsightly storage of materials or supplies indoors or outdoors.
9. **Equipment and Supplies.** There shall be no use of materials or mechanical equipment not recognized as being a part of normal household or hobby use.
10. **Advertising.** The use shall not involve any advertising signs or structures on the premises.
11. **Utility Consumption.** There shall be no use of utility or community facilities beyond that normal to the use of the property for residential purposes.

The business for which the Business License is requested is generally described as follows:

Full Time _____ Part Time _____
Number of Employees, Including Self

Name of Applicant

Conditional Use Permit No.

Name of Business

County Health Permit No.

Street Address

Date

Phone Number

Approved By

Signature of Applicant