BUSINESS LICENSE CHECKLIST

City of Temple City • 9701 Las Tunas Drive Temple City, CA 91780 • Phone: (626) 285-2171

***Note:** Please complete all the items below to begin your process of obtaining a business license. Any applications with missing items will not be accepted.*

MINIMUM APPLICATION FILING REQUIREMENTS

RETAIL

- ☐ Completed Business License application (this handout)
- ☐ Form 30- Stamped by Los Angeles County Fire Prevention
- ☐ Copy of Lease Agreement
- ☐ Proof of account with Athens Services
- ☐ Sellers Permit *(check below on how to obtain)*
- ☐ Proof of Business Name
- ☐ Health Permit
- ☐ Fees

SERVICE

- ☐ Completed Business License application (this handout)
- ☐ Form 30- Stamped by Los Angeles County Fire Prevention
- ☐ Copy of Lease Agreement
- ☐ Proof of account with Athens Services
- ☐ Background Investigation
- ☐ Fees

HOW TO OBTAIN DOCUMENTS

Scan here to be directed to their website:

SELLERS PERMIT
California Department of Tax and Fee Administration (CDFTA) 21680 Gateway Center Drive, Suite 200. Diamond Bar, CA 91765 (626) 480-7200

BUSINESS NAME
Los Angeles County Recorder's Office
12400 Imperial Hwy. #1201, Norwalk, CA 90650
(800) 201-8999

HEALTH PERMIT
Los Angeles County Public Heath Department
5050 Commerce Drive. Balddwin, Park, CA 91706
(626) 430-5560

REQUIRED STEPS

1. Verify zoning, and check if business is a "Permitted Use", a "Conditional Use" or "Not Permitted" for the address of interest prior signing a lease agreement.
2. Gather information regarding type of business, required applications, and paperwork from the Planning Division.
3. Submit a Business License Application, Sign Application (Commercial), and additional required paperwork.
4. Schedule a Business (Home/Commercial) and Sign (Commercial) Inspection.
5. Approval of the Business License will be sent by mail if approved and all conditions have been met.