



**CITY OF GARDENA**  
**Business License Division**  
1700 W 162<sup>ND</sup> Street, Gardena, CA 90247  
(310) 217-9521  
[bl@cityofgardena.org](mailto:bl@cityofgardena.org)

## BUSINESS LICENSE CHECKLIST

**Check all that apply and submit a copy of each document along with your business license application.**

**All items, as applicable, must be submitted at the time of the application submittal. Missing information or documentation will delay the process and issuance of your business license.**

### APPLICABLE TO ALL APPLICANTS:

- ☐ Completed Business License Application
- ☐ Statement of Information
- ☐ Copy of Driver's License/ID of business owner or Corporate Officer

### ADDITIONAL DOCUMENTS NEEDED:

- ☐ Fictitious Business Name Statement (If the business name is different than the Owner's surname and/or Corporation/LLC name) (<http://www.lavote.net>)
- ☐ Articles of Incorporation / Articles of Organization (If your business is a corporation)
- ☐ Sellers Permit (If your business includes retail sales) ([www.cdtfa.ca.gov](http://www.cdtfa.ca.gov))
- ☐ Lease Agreement (If your business is located in Gardena)
- ☐ Home Occupation Permit (If the business is operating from your home)
- ☐ Letter of Authorization (with Driver License or I.D. of authorized Person)
- ☐ Misc. Information (Notes, Permits, Requirements, State Licenses)

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For more information on documents listed above, refer to the New Business License Guideline available online at [www.cityofgardena.org/business-licensing](http://www.cityofgardena.org/business-licensing).

\*\* Additional Information/permit may be required dependent upon the business activity.