



CITY OF GARDENA
Business License Division
1700 W 162ND Street, Gardena, CA 90247
(310) 217-9521
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)
- 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)

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

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