



CITY OF GARDENA
Business License Division
1700 W 162nd Street, Gardena, CA 90247
(310) 217-9521
bl@cityofgardena.org

Business License Application Guideline

HOW TO APPLY FOR A BUSINESS LICENSE

All businesses must have a business license to operate. This includes home-based businesses, non-profits, contractors, and businesses that lease property.

STEP 1: COMPLETE YOUR NEW BUSINESS LICENSE APPLICATION

The New Business License application may be applied for online by e-mail bl@cityofgardena.org, by mail or in-person at the City Hall. A New Business License Checklist is available online at www.cityofgardena.org/business-license and also at the City Hall.

STEP 2: ZONING CLEARANCE – IS MY BUSINESS ALLOWED?

The City's zoning code defines what types of land uses are allowed and where, including business operations. Before you start, move, change, or expand your business, find out how a location is zoned and what uses are allowed there. Your business must be allowed by the zoning code in order for you to obtain a business license and operate.

Complete your New Business License Application and visit the Planning Division Counter at City Hall or e-mail bl@cityofgardena.org to help identify the determine if your proposed business activity is allowed at your location. **Business License will not be processed without Zoning Clearance.**

STEP 3: BUSINESS LICENSE APPROVAL AND PAYMENT

Once zoning clearance is complete, make sure all necessary documents are compiled based on the checklist, and visit the Business License Division or e-mail bl@cityofgardena.org for approval and payment.

STEP 4: CERTIFICATE OF OCCUPANCY

If your business is operating out of a commercial, industrial or retail zone, a Business Occupancy Inspection will be required to obtain a Certificate of Occupancy. An inspection will be scheduled during your zoning clearance with the Planning Division. For more information on this certificate, please contact the Building & Safety Division at (310) 217-9672. To Schedule for an inspection please contact the Inspection Line at (310) 217-9510.

STEP 5: BUSINESS LICENSE CERTIFICATE

A Business must start business operation once the Business License process if fully completed, and Certificate of Occupancy and Business License Certificate are received. If you have not yet received your certificate, please contact bl@cityofgardena.org.

BUSINESS LICENSE REQUIREMENTS - DOCUMENTS

Copies of the following documents may need to be submitted along with a completed Business License Application and the appropriate fees.

- **Fictitious Business Name filing** - Required if your business is doing business as (DBA) under a fictitious/made up name. To file for a fictitious business name, contact the County of Los Angeles Registrar-Recorder/County Clerk Office at (800) 201-8999 or by going to the website where you may apply online: <https://www.lavote.gov/home/county-clerk/fictitious-business-names/general-info>.
- **Statement of Information** – Required if your business entity is a Limited Liability Company or Corporation. To file, visit <https://bizfileonline.sos.ca.gov/>.
- **Articles of Incorporation / Articles of Organization** – Required if your business entity is Limited Liability Company or Corporation. To file for an Articles of Incorporation or Articles of Organization, visit California Secretary of State Bizfile at <https://bizfileonline.sos.ca.gov/forms/business>.
- **Seller's Permit** - Required if your business will be selling products and/or merchandise. To apply for a Seller's Permit, type the website below into your browser where you may apply for a State of California Seller's Permit. <https://www.cdtfa.ca.gov/>. For more information about this permit, contact the California Department of Tax and Fee Administration at (800) 400-7115.
- **Federal Identification No. (EIN)** – If your business is established as a Sole Proprietorship (if you have employees), Corporation, Partnership, Limited Liability Company/Corporation, listed under a trust, or engages in the sales of alcohol, tobacco, or firearms, you will need to obtain a Federal Identification No. from the Internal Revenue Service. Apply online at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employeridentification-number-ein-online>.
- **Social Security Number/ITIN** - If your business is established as a Sole Proprietorship.
- **Professional License/Certification/Permitting for your profession/business.** - Copy of applicable occupational/state licenses from the State of California may be required if business activity is regulated by the state of California. Information regarding professional licensing and/or certificates for most professions may be found through the State of California Department of Consumer Affairs. Below is the website to access their agency for more information. https://www.dca.ca.gov/about_us/entities.shtml.
- **SB205 Stormwater Discharge Compliance** - California Senate Bill No. 205, which was approved on October 2, 2019 and applies to all initial business license and business license renewal applications submitted on and after January 1, 2020, mandates industrial facilities operating with the City of Gardena to demonstrate coverage under the National Pollutant Discharge Elimination System (NPDES) Industrial General Permit (IGP) program prior to being issued a new or renewed business license by the City of Gardena.
 - **Standard Industrial Classification (SIC) Code** - Look up your Standard Industrial Classification (SIC) code at <https://www.osha.gov/pls/imis/sicsearch.html> and search by keywords related to your business (ie: metal recycling, beauty salon, physical fitness).
 - **Waste Discharge Identification Number (WDID) #** - To apply for WDID Permit, contact the State Waterboards at (866) 563-3107 or stormwater@waterboards.ca.gov for instructions on how to get your business covered under the Permit.