



# CITY OF LA CAÑADA FLINTRIDGE

1327 Foothill Blvd., La Canada Flintridge, CA 91011 • Attn: Business License Department • (818) 790-8880

## BUSINESS LICENSE TAX APPLICATION

THIS APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED BEFORE LICENSE CAN BE ISSUED

<b>Business Name</b> _____ <b>Business Address</b> _____ <small>(Cannot be P.O. Box for non-exempt businesses per State of California, Business &amp; Professions Code-Section 17538.5)</small> <b>Mailing Address</b> _____ <b>Business Phone</b> ( ) _____ <b>Business Fax</b> ( ) _____ <b>Start Date</b> _____ <b>SIC Code</b> _____ <b>Rate Type</b> _____ <b>Business Type</b> _____ <b>Description of Business</b> _____	<b>• OFFICIAL USE ONLY •</b> <b>BUSINESS LICENSE NO.</b> _____ <b>ACCOUNT NO.</b> _____ <b>EXPIRATION DATE</b> _____ <b>TOTAL FEES \$</b> _____ <b>DATE PAID</b> _____ <b>CHECK NO.</b> _____ <input type="checkbox"/> CASH
<b>Ownership:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Non Profit <b>State License No.</b> _____ <b>License Type</b> _____ <b>Expiration Date</b> _____ <b>Resale No.</b> _____ <b>FEIN No.</b> _____ <b>SEIN No.</b> _____	<b>Business License Clerk Approval</b> _____ Date _____ <b>Planning/Zoning Clearance</b> _____ Date _____

Enter below names of Owners, Partners, or Corporate Officers - Use additional sheets as necessary

<b>Owner Name</b> _____ <b>Title</b> _____	<b>Phone</b> ( ) _____
<b>Home Address</b> _____	<b>Cell Phone</b> ( ) _____
	<b>Drivers License No.</b> _____
<b>Owner Name</b> _____ <b>Title</b> _____	<b>Phone</b> ( ) _____
<b>Home Address</b> _____	<b>Cell Phone</b> ( ) _____
	<b>Drivers License No.</b> _____

In case of emergency, please contact:

<b>Name</b> _____ <b>Title</b> _____	<b>Phone</b> ( ) _____
<b>Address</b> _____	<b>Cell Phone</b> ( ) _____

Alarm Company (If applicable)

<b>Name</b> _____ <b>Title</b> _____	<b>Phone</b> ( ) _____
<b>Address</b> _____	<b>License No.</b> _____

PLEASE COMPLETE ALL INFORMATION REQUESTED BELOW, CALCULATE TAX AMOUNT DUE BY ADDING BASE FEE AND ANY ADDITIONAL FEES TOGETHER AND ENTER IN BOXES BELOW, ENTER TOTAL AMOUNT DUE AND SIGN.

• Type of Business •

- Retail  Service  Professional  Home Occupation  Real Estate Sales  Insurance Broker/Agent  Private School  Concessionaire  
 Recreation/Amusement  Five or More Coin Operated Machines on Premises

<b>No. of Employees</b> <input type="text"/>	<b>No. of Units</b> <input type="text"/>	<b>No. of Professionals</b> <input type="text"/>	<b>No. of Brokers or Agents</b> <input type="text"/>	<b>No. of Students</b> <input type="text"/>	<b>No. of Machines</b> <input type="text"/>	<b>No. of Seats or Benches</b> <input type="text"/>
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**Proof of Workers' Compensation Insurance - Please Check One:**

The Certificate of Workers' Compensation Insurance for the named business is on file at the business location.  
 The Certificate of Workers' Compensation Insurance for the named business is attached.  
 I certify in the performance of work for which this license is issued I shall not employ any person in any manner so as to become subject to the Workers' Compensation laws of California.

Note: If you hire any employee, after signing this application, you become subject to the Workers' Compensation laws of the California Labor Code and must immediately comply with the provisions of Section 3700 of that code and also notify City Hall or your license will be revoked.

<b>Base Fee</b>	\$ <input type="text"/>
<b>Employee Fee</b>	\$ <input type="text"/>
<b>Additional Fee(s)</b>	\$ <input type="text"/>
<b>TOTAL AMOUNT DUE</b>	\$ <input type="text"/>

(H.O.P., Coin Operated Machines, Billboards, Theater Seats/Bus Benches, etc.)

I DECLARE UNDER PENALTIES OF PERJURY THIS APPLICATION HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, ACCURATE AND COMPLETE STATEMENT OF FACTS.

Date: \_\_\_\_\_ Signature of Owner or Representative: \_\_\_\_\_

RETURN ENTIRE APPLICATION FORM TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF LA CAÑADA FLINTRIDGE



**FEE SCHEDULE SUMMARY**

**RETAIL SALES - \$100 Base**

Plus \$5 per employee after 1st employee

Alcoholic Beverage Sales	Hobby Supply Stores/Ice Cream/ Frozen Yogurt Shops
Antique Shops	Jewelry Stores
Appliance Stores	Leather Goods Stores
Art Galleries	Liquor Stores
Art Supply Stores	Meat Markets
Automobile Sales	Millinery Shops
Automobile Supply Stores	Music Stores
Bakery Shops	Newspapers
Bars & Cocktail Lounges	Notions, Novelty or Variety Stores
Bicycle Shops, including rental	Nurseries (plant)
Book Stores	Office Machines & Equipment Sales
Ceramic Shops	Paint & Wallpaper Stores
Clothing Stores	Peddlers & Solicitors
Confectionery or Candy Stores	Pet Sales & Supply Stores - (Other than tropical fish or goldfish)
Convenience Stores (Freestanding with a shopping center)	Photographic Equipment & Supply
Declicatessens	Pool Supply
Department Stores	Radio & Television Sales
Dress Shops	Recreational Vehicle Sales
Drug Stores	Restaurants & Other Public Eating Establishments
Filling Stations	Second-hand Business
Florist Shops	Second-hand Dealers
Gasoline Stations (Auto) - includes "service stations" whose primary bus. is gas sales	Shoe Stores
Gift Shops	Silver Shops
Glass and Mirror Sales - including auto	Sporting Goods Stores
Grocery Stores	Tobacco Shops
Gun Dealer	Toy Stores
Hay, Grain & Livestock Feed	Yarn & Yardage Stores
Hardware Stores	
Health Food Stores	

**SERVICES - \$160 Base**

Plus \$5 per employee after 1st employee

Automobile Service Facilities <i>but not limited to:</i> battery service, brake repair, muffler shop, radiator shop, repair garages other than those which include gasoline sales, full service automated car wash, smog control certification	Museums
Bakery Goods Distributors	Office/Building Mgt Companies
Barber Shops	Parking Lots-Private fee for use
Beauty Salons & Shops	Pet Grooming
Blueprint Shops	Photocopying & Duplicating Serv.
Book Binderies	Photo-engravers & Lithographers
Community Centers (for Profit)	Photography Studios
Concessionaires, Vendors and Manufacturers Demonstrators (food, game, etc.)	Plumbing Shops
Dry Cleaners, including agencies	Pony Rides
Electrical Shops	Pool Service
Film Laboratories	Printers & Publishers
Frozen Food Lockers	Public Utility Service Centers
Funeral Escort Services	Public Swimming Pools
Health Clubs or Centers, Gymnasiums, Aerobic Studios	Real Estate Tract Offices
Hospitals (for profit)	Recreational Vehicle Repairs
Hospital Equip. & Supply Rentals	Rental Business (party equipment, costumes)
Hotel, Motel	Rental of Tools
Identification Cards	Rental of Vehicles
Institutions for Children, Private	Repair Shops for Household Goods
Interior Decorating Studios	Reupholsters, Furniture
Laboratories, Research & Testing	Rooming & Boarding Houses
Land Surveyor	Shoe Repair Shops
Locksmith Shops	Shorthand Reporter
Lodge Halls	Steam or Sauna Baths, Public Storage Facilities for Rent, Lease or Purchase
Medical Laboratories	Tailor Shops
Model Homes	Taxicab Operators
Model Studios	Travel Sales Office
	Vacation Certificate Business
	Valet Parking Service
	Watch Repair Shops
	Water Company
	Word Processing Service

**PROFESSIONAL - \$160 per Office and 1st Professional  
\$50 per Additional Professional Plus \$5 per employee**

Accountant	Nurse Practitioner
Architect or Designer	Optometrist
Attorney	Ophthalmologist
Certified Public Accountant	Osteopathic Physician
Chiroprapist	Physician
Chiropractor	Physician's Assistant
Dentist	Podiatrist
Engineer (all types)	Psychologist
Financial Planner (Certified)	Physical Therapist
Landscape Architect	Registered Dietician
Licensed Clinical Social Worker	Surgeon
Marriage & Family Counselor	Veterinarian

**RECREATION & AMUSEMENT - \$160 Base Fee  
Plus \$5 per employee after 1st employee**

Amusement Devices	Recreation Clubs including: Equestrian, tennis, polo, dancing, swimming and similar recreational activities
Arcades	
Public Fee for: Use Courts including tennis, volleyball, badminton, lawn bowling, etc.	Swimming pools (public)
Night Clubs	Auditoriums
Outdoor Festivals	

**HOME OCCUPATION**

\$25 per year per business

**PRIVATE SCHOOLS/CHILD CARE**

1 to 35 Students	\$ 50 per year per location
36 to 70 Students	\$100 per year per location
71 to 100 Students	\$150 per year per location
101 to 150 Students	\$200 per year per location
151 + Students	\$300 per year per location

**REAL ESTATE SALES OFC/INSURANCE SALES/BROKERAGE OFC.**

\$160 Base Fee & 1st Broker, Plus \$15 per additional licensed agent/  
broker and \$5 per employee

**GENERAL AND ENGINEERING CONTRACTORS**

Contractors: Class "A" or "B" \$160 per year  
Sub-Contractors: Class "C" or greater \$ 90 per year

**HOMEOWNER AS CONTRACTOR \$ 75 per year**

For Building Permit: Minimum \$5,000 Project Valuation to require business  
license tax. All other permits are required regardless of project valuation.

**MISCELLANEOUS FEES**

Transfer Fee	\$25
Investigation Fee	\$50
Multiple Coin Operated Machines	\$25 per machine per year
Concessionaire	\$100 per year plus \$5 per empl.
Theaters	\$100 per year plus \$5 per empl. plus \$1 per seat
Billboard Advertising	\$100 per billboard per year
Bus Bench Advertising	\$50 per bus bench per year
<b>Minimum Refund Amount</b>	<b>\$25</b>