



City of Industry Business License (a.k.a. Use Permit): Step-by-Step Guide

Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly

Applications Must Be Typed and Submitted Via Email Only

Step 1 → Contact the Planning Department

Contact the Planning Department to determine if your business is permitted.

Phone: (626) 333-2211

e-mail: planning@cityofindustry.org

Step 2 → Fill Out Business License (a.k.a. Use Permit) Application

All applications *must be typed, NOT handwritten*. Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications and/or applications that are not typed out will not be accepted.

Don't forget to attach a floor plan of your proposed business site.

Step 3 → Fill Out Solid Waste Generator (Form 104)

Please indicate what method the business will use for managing recyclables.

Step 4 → Fill Out the Letter of Agency – Trespass Arrest Authorization

If you would like to give the Sheriff's authorization to trespass individuals, please fill out the form and return it with your application. This form allows you, as the owner agent for the owner of such a property, to give permission to the Sheriff's Department to check your business or property for trespassers and other individuals who don't belong and arrest them as necessary.

Step 5 → Apply for a California Seller's permit.

Please apply for California Seller's permit prior to submitting for a Business License if sales occur in your business. Without a seller's permit your application will be deemed incomplete if it is determined that you need one.

Please visit the following link if you need to obtain a sellers permit:

<https://www.cdtfa.ca.gov/taxes-and-fees/fagseller.htm>

If you already have a California Seller's permit, please provide your Permit number on the application form and provide proof of it.



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Step 6 → Comply with statewide Industrial General Permit for Storm Water See:

Please visit <http://www.waterboards.ca.gov> for more information. This is only required for business with industrial activities to regulate stormwater.

Step 7 → Comply with City's Commercial Recycling & Waste Reduction Program:

Click on the following [Commercial Recycling Brochure Link](#) for more information.

Step 8 → Submit Completed Application to City Hall

Submit your complete application to the Planning Department via email to (planning@cityofindustry.org) for review. The only way to submit is via email.

The normal processing time for a new Business License (A.K.A. Use Permit) is approximately 10 business days. You will be contacted if any additional information is needed. If your application is approved, you will receive your new license via mail.

Step 9 → Obtain Valley Vista Service

Before opening and operating your business make sure you reach out to Valley Vista to ensure that your business has an account for solid waste collection. Valley Vista is the City's franchised hauler for solid waste collection (trash),

17445 Railroad Street
City of Industry, CA 91745
(800) 442-6454

Step 10 → Obtain Los Angeles County Fire Department Prevention Approval

Before opening and operating your business please make sure you reach out to the Los Angeles County Fire Department to verify that inspections or additional permits are not required.

5200 Irwindale Ave. #210
Irwindale, CA 91706
(626) 430-3050

Step 11 → Display Business License (a.k.a. Use Permit) Certificate in a Prominent Location at Your Business.



CITY OF INDUSTRY

15625 Mayor Dave Way • City of Industry • CA • 91744

Phone: (626) 333-2211 • Email: Planning@cityofindustry.org • www.cityofindustry.org

Applications Must Be Typed and Submitted Via Email Only

BUSINESS LICENSE (A.K.A. USE PERMIT) APPLICATION

New Business ☐

Owner/Name Change ☐

Change of Address ☐

BUSINESS INFORMATION

Business Name (DBA): _____ Sellers Permit # _____

Location Address: _____
street city state zip

Corporation Name: _____ State Tax ID # _____

Mailing Address (if different then location address): _____

Phone # _____ Email: _____

Ownership Type: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Other _____

Describe in detail the type of business to be conducted and the daily operations of the business.

SIC CODE: _____ (<https://www.osha.gov/pls/imis/sicsearch.html>) NAICS CODE: _____ (<http://www.naics.com/search/>)

Do you have a Waste Discharger Identification Number (WDID), WDID application number, Notice of Non-Applicability number (NONA), or a No Exposure Certificate (NEC)? If yes, provide number: _____

If no, explain why not: _____

Days of Operation: _____ Business Hours: _____ Number of Employees: _____

BUSINESS OWNER/S & PROPERTY OWNER/PROPERTY MANAGER INFORMATION

Business Owner Name: _____ Title: _____

Phone #: _____ Email: _____ Driver's License _____

Property Owner/Landlord's Name: _____ Title: _____

Email: _____ Phone # _____ Cell # _____

IN CASE OF AN EMERGENCY, PLEASE CONTACT

Contact Name: _____ Title: _____ Phone # _____

Address: _____

BUSINESS OWNER DECLARATION

I declare, under penalty of perjury that the statements and information contained in this application is true and correct to the best of my knowledge and belief. I agree to conform with all requirements of zoning, building, fire and all other applicable laws, ordinances and regulations pertaining to the operating of such business. Furthermore, I agree to notify the City of Industry Planning Department within TEN (10) days of any changes in the facts stated herein (change of ownership, address, operation, etc.) or any other facts required by this application.

Name: _____ Signature: _____ Date: _____

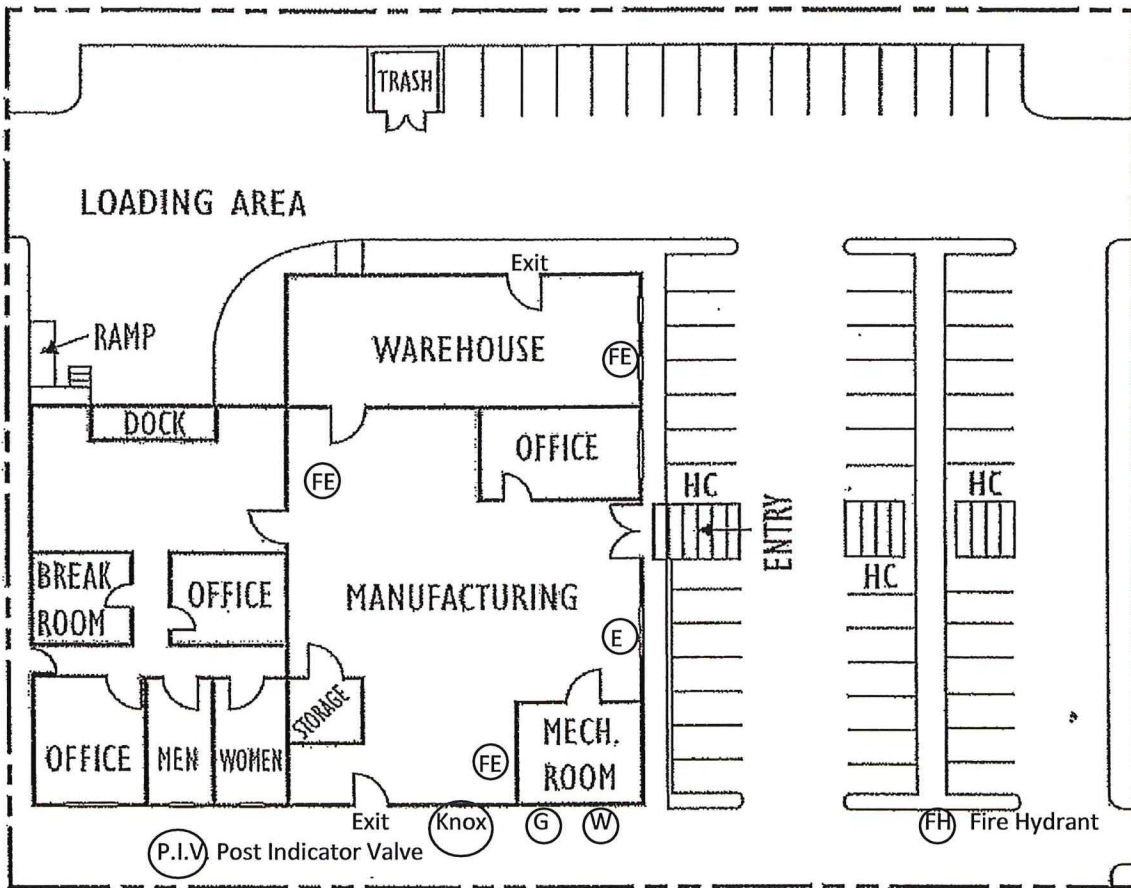
Staff Use Only: Business License (a.k.a. Use Permit)#: _____ Zoning/GP Designation: _____
Approved by: _____ Date Approved: _____

City of Industry Example Floor Plan

Please submit a site plan and floor plan for your site. The plan needs to show site layout, size and location on property: both in square feet, cross streets, parking and storage areas. The floor plan needs to indicate how the interior floor plan will be used. If you are sharing the space with others, please indicate how the space will be divided. Show all exit doors, fire extinguishers, fire hose cabinets, special fire or life safety systems. This will be used for both the Use Permit requirement and Los Angeles County Fire Department requirement. Please see example below:

Big Ben Furniture Company
12345 Gale Avenue, City of Industry

Gale Avenue



- | | | |
|--------------------|------------------------|--------------------|
| (G) Gas Shut-Off | (FE) Fire Extinguisher | (Knox) Access Keys |
| (W) Water Shut-Off | (E) Electrical Panel | (FH) Fire Hydrant |

Gross Building Area:

Office	12,600 SF
Manufacturing Area:	12,600 SF
Warehousing Area:	6,825 SF
Total Area:	32,025 SF



CITY OF INDUSTRY

SOLID WASTE GENERATOR RECYCLING AND TRASH – (Form 104)

SECTION 1: GENERATOR INFORMATION

*Company Name: _____

*Site Address: _____ *City: City of Industry State: California

*Zip Code: _____

*Mailing Address: _____ *City: _____ *State: _____

*Zip Code: _____

*Primary Contact: _____ *Phone: _____

*Email: _____ *Title: _____

Secondary Contact: _____ Phone: _____

Email: _____ Title: _____

** Required Information*

SECTION 2: OPTION FOR MANAGING RECYCLABLES

- ☐ **A) Recycling with Valley Vista Services** – Your business chooses Valley Vista Services to service all recyclable materials. You may mix your recyclable materials with your solid waste materials in the same container. Valley Vista will separate, recycle, and prepare the any reports needed.
- ☐ **B) Recycling by Self-Hauling** – Your business assumes full responsibility for separating recyclable materials on-site and recycling it by self-hauling the materials to a permitted recycling facility. Self-haulers must obtain a Self-Haul Permit from the City and report the amounts recycled monthly to the City.
- ☐ **C) Recycling with a Third-Party** – Your business chooses to contract with one of the City's permitted collectors to recycle the material(s) per the requirements of Chapter 8.20 of the Industry Municipal Code. You may find a list of permitted recyclers on the City's website or by using the following link: (<http://www.cityofindustry.org/city-hall/departments/development-services/environmental-programs-services>)

***If you answered "C" above, please complete the section below:**

Third-Party **Recycling Company** (if applicable): _____

Contact Name: _____ Phone Number: _____

Third-Party **Organic Recycling Company** (if applicable): _____

Contact Name: _____ Phone Number: _____

If you have any questions, feel free to contact the City's Environmental Consultant, Trieu Le, via email at trieu@munienvironmental.com or by phone at (562) 432-3700.

Name: _____ Title: _____

Signature: _____ Date: _____

Form 104 – Rev 10/12/22

Please remit via fax to: (866) 963-0137, or email: info@munienvironmental.com, or
Mail to: City of Industry, P.O. Box 3366, City of Industry, California 91744-0366



**LETTER OF AGENCY
TRESPASS ARREST AUTHORIZATION
LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

TO: Industry Sheriff Station Phone: (626) 330-3322
150 N. Hudson Ave Fax ph: _____
City of Industry, Ca 91744

Attn: _____

Property Address: _____

OWNER'S AUTHORIZATION FOR THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT TO ACT AS AGENT UNDER PENAL CODE SECTION 602 (o) P.C.

602(o) P.C.: Every person who willfully commits a trespass is guilty of a misdemeanor. Refusing or failing to leave land, real property, or structures belonging to or lawfully occupied by another and not open to the general public, upon being requested to leave by (1) a peace officer at the request of the owner, the owner's agent, or the person in lawful possession, and upon being informed by the peace officer that they are acting at the request of the owner, the owner's agent, or the person in lawful possession, or (2) the owner, the owner's agent, or the person in lawful possession. The owner, the owner's agent, or the person in lawful possession shall make a separate request to the peace officer on each occasion when the peace officer's assistance in dealing with a trespass is requested. However, a single request for a peace officer's assistance may be made to cover a limited period of time not to exceed 30 days and identified by specific dates, during which there is a fire hazard or the owner, owner's agent or person in lawful possession is absent from the premises or property. In addition, a single request for a peace officer's assistance may be made for a period not to exceed twelve months when the premises or property is closed to the public and posted as being closed.

As the owner, manager, agent, or tenant of the real property located at the above address,

I _____
(print name)

hereby authorize Deputies of the Los Angeles County Sheriff's Department to arrest, remove, or advise any person present on the property without lawful business, during one year period from: _____ until: _____
(date) (date)

It is my intent, to cause arrest, removal or advertisement of all persons under authority of Section 602(o) of the California Penal Code. I **have posted my property as closed per Penal Code Section 554.1.**

I also acknowledge that in order to enforce this Penal Code Section, it is my duty to assist in the prosecution of all persons who trespass on my property, or who commit acts inconsistent with the peace and quiet of the community. The obligation includes testifying in open court if and when a case is to proceed to trial.

Owner's Name: _____

Address: _____

Phone: _____

Signature: _____

Owner's Agent Name: _____

Owner's Agent Phone: _____

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

www.cdda.ca.gov/resources-menu/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcf/cap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.