



# 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 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](mailto: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.**



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# CITY OF INDUSTRY

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

Phone: (626) 333-2211 • Email: [Planning@cityofindustry.org](mailto:Planning@cityofindustry.org) • [www.cityofindustry.org](http://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): My New Business Sellers Permit # 123456789

Location Address: 12345 Valley Blvd, City of Industry, CA 91744

street

city

state

zip

Corporation Name: New Business LLC State Tax ID # 1111111

Mailing Address (if different than location address): 123 My Street, My City, California 00000

Phone # 123.456.7890 Email: MyEmail@Email.com

Ownership Type:  Sole Proprietorship  Partnership  Corporation  Other \_\_\_\_\_

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

Warehouse and Distribution - Receiving, sorting, and shipping various products. The products handles include electronics, homegoods, and clothing.

SIC CODE: 1234 (<https://www.osha.gov/pls/imis/sicsearch.html>) NAICS CODE: 123456 (<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: Monday- Friday Business Hours: 8AM-6PM Number of Employees: 45

### BUSINESS OWNER/S & PROPERTY OWNER/PROPERTY MANAGER INFORMATION

Business Owner Name: John Doe Title: CEO

Phone #: 123.456.7890 Email: CEO@mybusiness.com Driver's License D1234567

Property Owner/Landlord's Name: 123456 Valley Management Title: Property Manager

Email: 123456Valley@Propertymanager.com Phone # 333.333.3333 Cell # 555.555.5555

### IN CASE OF AN EMERGENCY, PLEASE CONTACT

Contact Name: George Washington Title: Founder Phone # 111.222.1776

Address: 123456 Washington Dr, Industry, CA 91744

### 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: John Doe

Signature:

Date: 01.01.2026

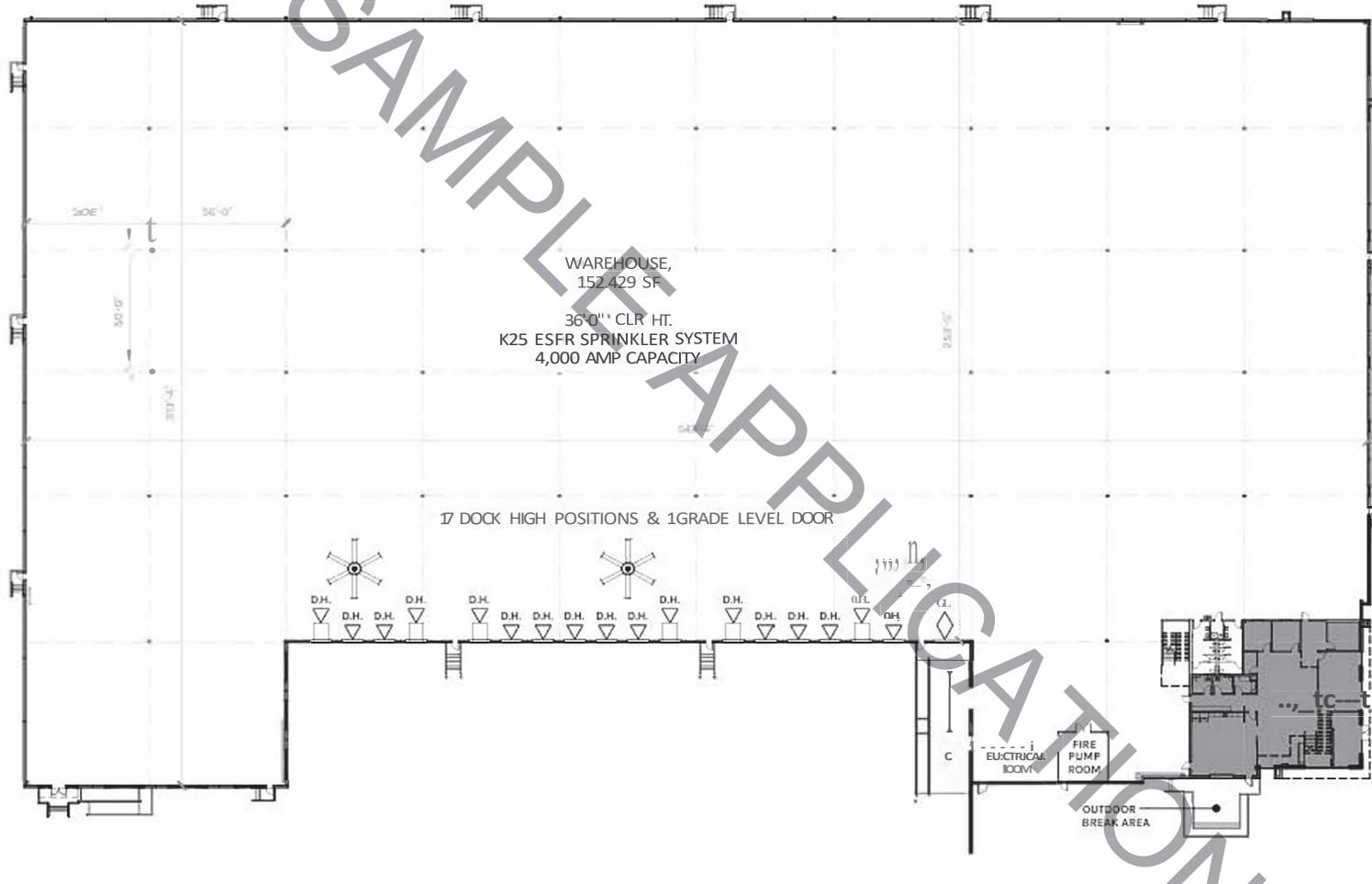
Staff Use Only: Business License (a.k.a. Use Permit)#: \_\_\_\_\_

Zoning/GP Designation: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

WAREHOUSE, 152,429 SF  
GROUND FLOOR OFFICE, 3,895 SF  
MEZZANINE OFFICE, 3,770 SF  
TOTAL: 160,094 SF



SCALE:  $\frac{1}{64}$ " = 1'-0"

DISPLAY CONSPICUOUSLY AT PLACE OF BUSINESS FOR WHICH ISSUED

CALIFORNIA STATE BOARD OF EQUALIZATION

SELLER'S PERMIT

ACCOUNT NUMBER

10/1/2020 SR Y CHA **100-748382 00001 CHA**

9 Digit Number

Your Company Name  
Your Address  
City, State Zip

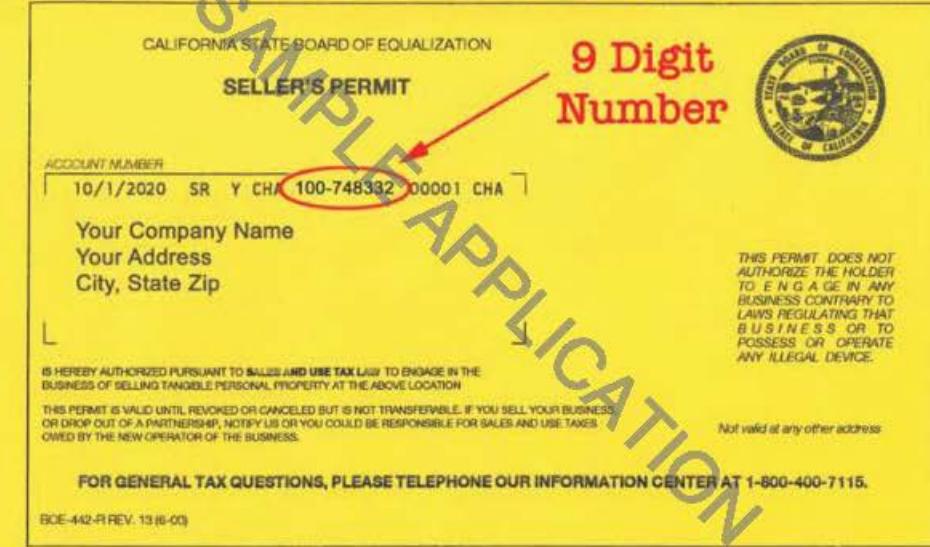
IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX LAW TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE PERSONAL PROPERTY AT THE ABOVE LOCATION

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED BUT IS NOT TRANSFERABLE. IF YOU SELL YOUR BUSINESS OR DROP OUT OF A PARTNERSHIP, NOTIFY US OR YOU COULD BE RESPONSIBLE FOR SALES AND USE TAXES OWED BY THE NEW OPERATOR OF THE BUSINESS.

Not valid at any other address

FOR GENERAL TAX QUESTIONS, PLEASE TELEPHONE OUR INFORMATION CENTER AT 1-800-400-7115.

BOE-442-R REV. 13 (6-03)



A yellow rectangular permit card with a black border. The text is in black, except for the account number which is in red. A red arrow points from the text '9 Digit Number' to the account number. A large, diagonal watermark reading 'SAMPLE APPLICATION' is visible across the card. The California State Board of Equalization seal is in the top right corner.



# CITY OF INDUSTRY

## SOLID WASTE GENERATOR RECYCLING AND TRASH – (Form 104)

### SECTION 1: GENERATOR INFORMATION

\*Company Name: My New Business

\*Site Address: 12345 Valley Blvd \*City: City of Industry State: California

\*Zip Code: 91744

\*Mailing Address: 12345 Valley Blvd \*City: City of Industry \*State: California

\*Zip Code: 91744

\*Primary Contact: John Doe \*Phone: 123.456.7890

\*Email: CEO@mybusiness.com \*Title: CEO

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](mailto:trieu@munienvironmental.com) or by phone at (562) 432-3700.

Name: John Doe

Title: CEO

Signature: 

Date: 01.01.2026



## 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: 12345 Valley Blvd, City of Industry, CA

### 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 John Doe \_\_\_\_\_  
(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: 01.01.2026 until: 01.01.2027

(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: John Doe \_\_\_\_\_

Address: 123456 Washington Dr, Industry, CA 91744

Phone: 123.456.7890

Signature: \_\_\_\_\_

  
Owner's Agent Name: 123456 Valley Management

Owner's Agent Phone: 333.333.3333

## 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](http://www.dgs.ca.gov/dsa)  
[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services  
[www.dor.ca.gov](http://www.dor.ca.gov)  
[www.rehab.cahwnet.gov/disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF  
GENERALSERVICES,  
California Commission on  
Disability Access  
[www.ccda.ca.gov](http://www.ccda.ca.gov)  
[www.ccda.ca.gov/resources-menu/](http://www.ccda.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](http://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](http://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](http://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](http://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/cpcfa/calcap/](http://www.treasurer.ca.gov/cpcfa/calcap/).

### 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](http://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](http://www.bsc.ca.gov).