



Thank you for doing
business in La Puente

City of La Puente
15900 E Main Street, La Puente CA 91744
Telephone (626) 855-1500 Fax (626) 961-4626
Attn: Business License Division – (626) 855-1508 or (626) 855-1521

BUSINESS LICENSE APPLICATION HOME OCCUPATION

Please Type or Print in Block Letters

OFFICE USE ONLY

Business License #: _____
SIC CODE: _____
Expiration Date: _____
Application Reviewed by: _____
Application Created by: _____

Business Name _____

Corporate Name _____
(if applicable)

Business Location _____
(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)

Mailing Address _____

Description of Business _____

State License No. _____ Resale No. _____

State License Type _____ Federal ID No. _____

Expiration Date _____ State ID No. _____

If your business activity in La Puente involves the use of vehicles, please list the vehicle's license numbers below:

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

Ownership

- Corporation
- Partnership
- Other
- Corp-Ltd Liability
- Ltd Partnership
- Sole Proprietor

Start Date _____

Phone No. _____

Fax No. _____

APN # _____

Email Address _____

Enter below names of Owners, Partners, or Corporate Officers:

1st Owner Name _____ Title _____ Driver's License #: _____

Address _____ Soc. Sec. # _____
(Cannot be P.O. Box)

Phone No. _____

Cell Phone No. _____

2nd Owner Name _____ Title _____ Driver's License #: _____

Address _____ Soc. Sec. # _____
(Cannot be P.O. Box)

Phone No. _____

Cell Phone No. _____

In case of emergency, please contact:

Contact Name _____ Phone No. _____

Address _____

If you are renting the above business location in the City of La Puente, please complete this section:

Landlord Name _____ Phone No. _____

Address _____

Note: Per LPMC Section 5.04.240 Business Licenses are not transferable; provided however, that where a license is issued authorizing a person to transact and carry on a business at a particular location within the city, the business license officer may, upon the filing of an application by the licensee and payment of a fee thereof, amend the license to authorize the transacting and carrying on such business under license at a different location within the city.

Owner's Initial: _____ Date: _____

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 La Puente Business License Division within TEN (10) days of any change in the facts stated herein (change of ownership, address, operation, etc.) or any other facts required by this application.



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Fax: (626) 961-4626

Business Name:
Business Address:

SIGNATURE SHEET

STEP 1		PLANNING & ZONING DIVISION	
Comments:	Approval <input type="checkbox"/>		Denial <input type="checkbox"/>
<hr/> <hr/> <hr/>			
Signature:			Date: _____
STEP 2		CODE ENFORCEMENT DIVISION	
Comments:	Approval <input type="checkbox"/>		Denial <input type="checkbox"/>
<hr/> <hr/> <hr/>			
Signature:			Date: _____
STEP 3		BUILDING & SAFETY DIVISION	
Comments:	Approval <input type="checkbox"/>		Denial <input type="checkbox"/>
<hr/> <hr/> <hr/>			
Signature:			Date: _____
STEP 4		LOS ANGELES COUNTY FIRE DEPARTMENT	
Comments:	Approval <input type="checkbox"/>		Denial <input type="checkbox"/>
<hr/> <hr/> <hr/>			
Signature:			Date: _____

It is the responsibility of the applicant to obtain all proper signatures from each division. A license will not be issued unless all signatures are obtained.



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Business Name:
Business Address:

SIGNATURE SHEET

STEP 5		LOS ANGELES COUNTY HEALTH DEPARTMENT (626) 813-3380	
Comments:	Approval <input type="checkbox"/>		Denial <input type="checkbox"/>
<hr/> <hr/> <hr/>			
Signature:			Date: _____
<hr/>			
STEP 6		BUSINESS LICENSE OFFICER	
Comments:	Approval <input type="checkbox"/>		Denial <input type="checkbox"/>
<hr/> <hr/> <hr/>			
Signature:			Date: _____
<hr/>			

It is the responsibility of the applicant to obtain all proper signatures from each division. A license will not be issued unless all signatures are obtained.

<u>OFFICE USE ONLY</u> <u>NOTES</u>	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

Owner's Signature: _____ Date: _____

RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF LA PUENTE

CITY OF LA PUENTE

DEPARTMENTAL COMMENTS

PLEASE REMIT \$71.00 NON REFUNDABLE ONE TIME APPLICATION FEE FOR NEW BUSINESS, CHANGE OF ADDRESS OR CHANGE OF OWNERSHIP IN ADDITION TO LICENSE TAX

LPMC SECTION NO.	TYPE OF BUSINESSES	FEE CALCULATIONS
5.04.160	Home Occupation License Tax	\$50.00 and \$5.00 for each employee including owners.
	Home Occupation Inspection Fee	\$45.00
SENATE BILL 1186	FOR ALL BUSINESS TYPE	A FEE OF \$1.00
ZONNING CLEARANCE	FOR NEW BUSINESSES, CHANGE OF ADDRESS AND CHANGE IN OWNERSHIP	\$ 78.93

TOTAL FEES: \$ _____

Sec. 10.16.010 Home Occupations. Intent and Purpose.

It is the purpose of this section to:

1. Recognize that a residential property owner or resident has a limited right to conduct a non-obtrusive business from his/her residence, and that the average neighbor will generally prefer to have that business conducted in such a fashion that he/she is unaware of its existence;
2. Maintain the residential character of residential neighborhoods;
3. Prevent the use of home occupations from transforming a residential neighborhood into a commercial one; and
4. Encourage and promote efforts to reduce traffic congestion and generation of pollutants by allowing and recognizing changing work environments including telecommuting and work-at-home options.

Sec. 10.16.010 Home Occupation Permit Requirements

Home occupations, as defined in section 10.16.010 (1) the home occupation shall be incidental and secondary to the use of the structure for residential purposes and shall not adversely affect the character of the zone of which it is a part. Any low-intensity use is permitted as a home occupation, provided that the use complies with all of the following performance standards:

1. A business license shall be obtained for the home occupation use.
2. A home occupation permit shall not be transferable.
3. There shall be no employment of any persons other than members of the household
4. No more than one room in the dwelling shall be devoted to a home occupation. The home occupation shall not interfere with the accessibility of the garage or carport for parking purposes. No more than two hundred (200) square feet of outdoor storage in conjunction with a home occupation shall be permitted and such storage shall be lawfully screened from public view.
5. No sign shall be displayed on the premises advertising the business conducted in the dwelling; and in no way shall the appearance of the property be altered by the conduct of the home occupation nor shall the property be recognized as serving a non-residential use either by lighting, signs, sounds, noise, vibrations, or any other characteristic.
6. No presses, or any electrical or other equipment requiring specialized electrical installation, are allowed, nor shall any mechanical shop or electrical tools be permitted for use at the residence except those which are customary to home crafts.
7. The home occupation shall not significantly increase vehicular traffic.
8. A list of the type, quantity and concentration of all hazardous materials and hazardous substances, as defined by the California Health and Safety Code, utilized in conjunction with a home occupation shall be provided to the Fire Department and Building and Safety Division. No quantity or concentration of such materials beyond what is permitted by the Los Angeles Fire Code or Building Code for residential structures shall be permitted.
9. Vehicle utilized in conjunction with a home occupation that are not designed to be operated on a highway or that are not self-propelled such, such as small cement mixers, shall not exceed a weight of one (1) ton and shall be stored entirely within an enclosed garage or out of sight from any public street or adjacent property.
10. No waste receptacles exceeding thirty-three (33) gallon capacity or contrary to those required by a waste franchise agreement shall be maintained.
11. Home occupations shall be subject to an annual inspection to insure compliance with the requirements of this section.
12. The home occupation shall not displace nor impede use of parking spaces required by this Chapter for the residential use.

I certify that I have read and understand all the provisions pertaining to this application, including LPMC Section 10.16.010 regarding restrictions of a home based business, and agree to operate within the stated limits. I understand that any violations thereof may be cause for denial or revocation of this application.

Owner's Signature: _____ Date: _____

(Sample Statement of Intended Use Letter)

Big Ben Furniture company
1000 South Anyplace
Your City, CA 00000

April 26, 2002

To Whom It May Concern:

The following information is in answer to your request regarding the business operation to be conducted at the above address.

1. Operations conducted in the building are as follows:
 - a) Upholstery – manufactures loose cushions for wood and metal furniture as well as some fully upholstered furniture.
 - b) Plastic furniture – manufacture plastic furniture out of extruded plastic tubing. Operations include cutting, thermoforming and assembly.
 - c) Spray painting – painting of all necessary items. All spray painting to take place in spray booth.
 - d) Warehousing of wood and metal furniture components.
 - e) General office activities.
2. See attached plot plan.
3. Materials to be stored include the following.
 - a) Metal and wood furniture frames stacked upon themselves
 - b) Wood furniture parts palletized.
 - c) Upholstery materials in racks 6 feet high.
 - d) Plastic tubing and furniture parts in racks 6 feet high.
4. Materials are stored both in racks, on pallets, and free standing. Maximum height of storage is 10 feet.
5. No alterations are planned at this time.

Sincerely,

John J. Jones
President

JJJ:ab



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Effective January 1, 2013 Per the State of California Assembly Bill 1186 the City of La Puente will be charging an additional \$1.00 to all new business licenses and business license renewals.

All Businesses exempt by section 501 (c)(3) MUST also pay the State Mandated fee of \$1.00

“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”:

*The Division of the State Architect at:
www.dgs.ca.gov/dsa/Home.aspx.*

*The Department of Rehabilitation at:
www.rehab.cahwnet.gov.*

*The California Commission on Disability Access at:
www.cdda.ca.gov.*

Should you have any questions you may refer to the websites mention above or you may reach the City of La Puente Business License Division at 626-855-1508 or 626-855-1521.