



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
OUT OF TOWN

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. 2. 3. 4. 5. 6.

Ownership

- Corporation Corp-Ltd Liability
Partnership Ltd Partnership
Other 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 (Cannot be P.O. Box) Soc. Sec. #

Phone No.

Cell Phone No.

2nd Owner Name Title Driver's License #:

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

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.

Owner's Signature: Date:

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

**CITY OF LA PUENTE**

DEPARTMENTAL COMMENTS

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**PLEASE REMIT \$71.00 NON REFUNDABLE ONE TIME APPLICATION FOR NEW BUSINESS & CHANGE OF ADDRESS FEE IN ADDITION TO BUSINESS LICENSE TAX.**

LPMC SECTION NO.	TYPE OF BUSINESSES	FEE CALCULATIONS	TOTAL FEES
5.04.480	Wholesalers and agents - vehicle license tax.	\$24.00 per each vehicle.	\$
5.04.490	Retail sellers - vehicle license tax	\$36.00 per each vehicle.	\$
5.04.630	Peddler, Photographer, and Solicitors license tax.	\$100.00	\$
5.04.680 (A)	General Contractor (Classification A & B)	\$50.00	\$
5.04.680 (B)	Sub-Contractor (Classification C )	\$40.00	\$
5.04.730	Refuse Collection license fee	\$50.00	\$
5.04.430	Retail Sales, wholesale and Miscellaneous License Tax	\$50.00 plus \$5.00 per each employee including owner.	\$
<b>SENATE BILL 1186</b>	<b>FOR ALL BUSINESSES TYPE</b>	<b>A FEE OF \$1.00</b>	<b>\$ 1.00</b>

**TOTAL:** \_\_\_\_\_



City of La Puente  
15900 Main Street, La Puente CA 91744  
626-855-1508 or 626-855-1521

**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](http://www.dgs.ca.gov/dsa/Home.aspx).

*The Department of Rehabilitation at:*  
[www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).

*The California Commission on Disability Access at:*  
[www.cdda.ca.gov](http://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.



**CITY OF LA PUENTE  
BUSINESS LICENSE CHECK LIST  
BUILDING CONTRACTOR**

- A completed application by the contractor or agent
- Request a copy of State Contractor License card
- Request a copy of contractors or agent driver's license
- Log into the State contractor's website to verify the personnel list and print
- Log into the Department of Labor website and print the S I C
- If the contractor is not the one obtaining the license/permits, you need a notarized letter from the contractor authorizing the agent to act on his/her behalf.
- Application has to be approved by Finance Manager.