



**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**

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)

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. \_\_\_\_\_ Decal # issued \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Ownership**

Corporation                       Corp-Ltd Liability  
 Partnership                       Ltd Partnership  
 Other                                       Sole Proprietor

Description of Business \_\_\_\_\_  
 State License No. \_\_\_\_\_ Resale No. \_\_\_\_\_  
 State License Type \_\_\_\_\_ Federal ID No. \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ State ID No. \_\_\_\_\_

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.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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.	\$
5.04.500 (D)	Coin Operated Equipment	Gross annual receipts ____ x 1% ____ = \$ ____	
<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 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 current notarized letter from the contractor authorizing the agent to act on his/her behalf.**
- Application has to be approved by Finance Manager.