

Business Licensing



Screening Business License Phone Calls / Counter Visits

Person wants to open a business:

Ask if they ever had a business license in Bell (this business or other businesses eg. dba or aka). If so, look up the prior license(s) to see history of location and if can reinstate the prior license (must have same address./owner/type of business).

Ask if the business is closing or changing ownership on this location. If so, we need to take steps to close existing that business license.

Find out what kind of business is and where it will be located, and let them check planning if the zoning.

Provide them an application, Home occupation permit form(if they will be working out of their home) and brochure Key Steps to Starting a business.

Person has question about where the location of the business should be on their application:

They may not use a Post Office Box or mail receiving agency address for a business site address per State Law. They can use this type of address for the mailing address.

The address should be the location they will be working from

If this business located outside the city that has job here, show their normal business address, but show under notes where the job is located, what kind of services; (gardener, catering, handyman, and any other services conducted here at

the city. Including the proper documents needed for the services conducted within City of Bell.

Person has a question about amount to be paid (more details in payment processing section of procedures

Ask their estimated gross receipts to be for 12 months of business. Tell person that Gross Receipts are the amount of money the business make in 12 months total (this is before deductions- not net earning)

Persons needing business license right now. Most business licenses require additional approving review (zoning) before they can be issued- the normal time span is 48 hours for us to call for a variable approval.



Business License Procedures

Anyone operating a business in Bell must obtain a business license. Also, must comply with the City's Municipal Codes which are available at City Hall for review.

Businesses exempted by State or Federal statute are required to obtain a business license; however, proof of exemption is needed. Business licenses are non-transferable and expire if there is a change in ownership.

To obtain a new business license you must complete the Business License application packet available at City Hall. Once the packet is complete please submit to the Business License Account Clerk.

Prior to signing a lease or occupying a new location, prospective business owners should verify the zoning classification with the City of Bell's Planning department and submit a Business License Application to prevent any unnecessary financial risk.

All business applicants must provide proof of owner's identity including: **A.** Sole Proprietors must demonstrate a California driver license or Identification or Matricula Consular; **B** Partnerships must demonstrate a CA Driver License or Identification for both owners. **C.** Corporation must demonstrate "Articles of incorporation and a CA Drivers License or identification for the Company president or responsible party.

All new business owners must submit the following: Business Application; Certificate of Occupancy application; Statement of Intended Use application; California Sellers Permit for retail businesses only; Health Permit for restaurants, Grocery and Food related businesses only and submit a copy of an official Statement of Fictitious Name.

The application cost \$200.00 to process for a new business license application which includes a \$100.00 Business License application fee and a \$100.00 Certificate of application fee.

RENEWALS: At the beginning of the calendar year, the City will mail all business owners a Business License Renewal Form with a preprinted fee which is based on the gross receipts generated by each respective business. A business license Tax Sheet will also be included.

Annual business licenses expire on December 31 of each year. Renewals are mailed to the business owners on the third week of January. Payment is due to the City prior to March 01. According to Bell Municipal Codes, the business license tax is based on gross receipts. Similar to other cities, the City of Bell needs to verify that the reported gross receipts are consistent with which are reported to the Internal Revenue Service.

Process of a License

A provisional license is a joint certification process between The Los Angeles County Fire Department and the City of Bell. While the City issues this provisional license within 48hr. The County of Los Angeles is often delayed. The city may ask for you to go to the address on packet for the signature so this may not prolong the issuance of permanent license.

If purchasing an existing business in the City, **A. New Business license Packet B. Original notarized bill of sale; C. Original notarized transfer letter; D. An original escrow document.** Also, the existing business must be closed by the previous owner.

If an existing business changes an address within the city: a Business License packet \$5.00 must be submitted and an address change fee of \$5.00. Also, a new Certificate of Occupancy application \$100.00.

Name changes for existing business is the following; Business License Packet and pay for the name change of \$5.00 and Certification of Occupancy with new name change \$100.00.

Home Occupancy License: Submit a business license application with a fee of \$200.00, submit a Home Occupancy Affidavit; and submit a copy of an Official Statement of fictitious Name.

Vehicle License: Delivery Services, Towing Service, Catering Truck (maximum time @ location(s) 30 minutes, Transportation services Taxi Cab (Upon application approval)

Fee; \$30.00

Additional Vehicle(s) \$18.00

Needed:

CA Drivers License

Proof of Insurance

Vehicle Registration

Catering Vehicle/ Trucks need to bring an additional original document: Health permit for each vehicle listed on application.

Machine Owner:

Coin operated machines and other devices require a business license to operate in the City of Bell. The owner must obtain a license within five working days or the subject property must be removed from premises. **See Attach for Fees.**



CITY OF BELL
BUSINESS LICENSE APPLICATION PROCEDURES

NEW BUSINESS

1. Business License Application\$100.00
2. Certificate of Occupancy Application \$100.00
3. Statement of Intended Use Application
4. California Seller's Permit (Resale Number) for Retail Businesses Only
5. Health Permit for Restaurants, Grocery, and Food Related Businesses Only

CHANGE OF OWNERSHIP

1. An Original Notarized Bill of Sale, Original Notarized Transfer Letter or Original Escrow Documents. New and existing owner(s) must be present at the same time and provide **Proof of Identity**
2. Existing Business must be **CLOSED** by prior owner(s)
3. Complete New Business License Procedures steps 1-5

CHANGE OF BUSINESS ADDRESS

1. Same Owner:
 - a. Business License Application and Address Change Fee \$5.00
 - b. Certificate of Occupancy Application\$100.00
2. New Owner(s) complete New Business License Procedures steps 1-5

CHANGE OF BUSINESS NAME

1. Business License Application and Name Change Fee \$5.00
2. Certificate of Occupancy Application.....\$100.00

BUSINESS AT HOME (HOME OCCUPANCY LICENSE):

1. Business License Application \$200.00
2. Home Occupancy Affidavit Form
3. Official Statement of Fictitious Name

*** ADDITIONAL INFORMATION**

1. All business applicants must provide **Proof of Owner's Identity** as follows:
 - ~ **Sole Proprietors** – CA Driver License or Identification
 - ~ **Partnership** – CA Driver License or Identification for Both Owners
 - ~ **Corporation** – Articles of Incorporation and CA Drivers License / I.D. for President or Responsible Party
2. A Commercial Sign Review will be required for a new business sign or a change of an existing business sign. (See the Planning Department for Information)
3. Applications and the required original documents must be submitted in person to City of Bell City Hall 6330 Pine Avenue Bell, CA 90201

For further information contact the Business Licenses Department at (323) 588-6211 ext. 246

California's Seller's Permit known as the Resale Number or the Resale Permit is issued by the State Board of Equalization.

1. Where do I obtain my California Seller's Permit?

State Board of Equalization
12440 E. Imperial Highway, Suite 201 (2nd Floor)
Norwalk, CA 90650
(562) 466-1694 or (800) 400-7115
Office Hours M-F 8:00 AM – 5:00 PM
www.boe.ca.gov

Health Permits are issued by the County of Los Angeles

1. What type of business requires a Health Permit?

- a. Retail food establishments such as restaurants, markets, bakeries, liquor stores
- b. Mobile food vehicles such as lunch trucks
- c. Pet food stores

2. Where can I obtain my Health Permit?

East Los Angeles District Office
245 S. Fetterly Avenue Room 2014
Los Angeles, CA 90022
(323) 780-2272
www.lapublichealth.org/eh

Fictitious Business Name Statement known as the D.B.A is issued by the County Registrar-Recorder and can be obtained at:

Norwalk Headquarter
12400 Imperial Highway Room 2207 (2nd Floor)
Norwalk, CA 90650
(562) 462-2177
Office Hours M-F 8:00 AM – 5:00 PM
www.lavote.net/clerk/naming.htm

Federal Tax ID Number also referred to as the employer identification number (EIN) or as the taxpayer identification number (TIN) is used by Sole Proprietors, Corporations, Partnerships, Non-Profit Organizations and Government Agencies and is issued by the Internal Revenue Service (IRS).

1. How can I apply for a Federal Tax ID Number?

You can apply by telephone, fax, mail or Internet at (800) 829-4933
www.irs.gov

California State Tax ID Number can be obtained from the Employment Development Department (EDD) for further information you may contact them at (916) 654-8706

www.edd.cagov



HOME OCCUPATION AFFIDAVIT

Applicant's Name: _____

Subject Address: _____

Zone Designation: _____

Proposed Use: _____

The following requirements are necessary in order to maintain the integrity and compatibility of the proposed use within the residential zone, as prescribed in Bell Zoning Ordinance Section 9335 (c) :

1. No display or storage of goods, wares merchandise, or stock in trade maintained on the premises; and
2. No one, other than one (1) person residing on the lot where the home occupation is located, shall be regularly employed in such occupation; and
3. No equipment used in conjunction with such occupation, which emits dust, fumes, noise, odor, etc., which would or could interfere with the peaceful use and enjoyment of adjacent properties; and
4. Not more than two hundred (200) square feet of the floor space of the dwelling devoted to such use; and
5. No appreciable increase of traffic, pedestrian and vehicular, by reason of such occupation; and
6. No alteration of the structure, nor the use of any signs not otherwise permitted in the zone in which the occupation is located.

I have reviewed and understand the above listed requirements. Noncompliance with the above provisions will result in the revocation of your home occupancy business license.

Applicant's Signature

Date



Alarm Permit Application

6330 Pine Avenue, Bell, CA 90201 (323) 588-6211 Fax (323) 771-9473

Please Check One: New Alarm Permit
 Alarm Permit Renewal

Alarm Location Information

Name of Business or Residence:	Today's Date:
Location Address Where Alarm is to be Installed:	Location Telephone:
Business License Number (If applicable)	Alternative Telephone:

Property Owner Contact Information

Name:	Telephone:
Address:	Alternative Telephone:
Property Square Footage:	Monthly Rent Amount:

Alarm Company Information

Company's Name	Telephone:
Address:	E-mail:
Type of Alarm: (Check All that Apply)	
<input type="checkbox"/> Fire	<input type="checkbox"/> Silent
<input type="checkbox"/> Burglar	<input type="checkbox"/> Audible
<input type="checkbox"/> Robbery/Panic	<input type="checkbox"/> Other _____

Party Responsible To Secure The Premises During Any Hour Of The Day Or Night:

1) Name:	Telephone:
Address:	Alternative Telephone:
2) Name:	Telephone:
Address:	Alternative Telephone:

I declare under penalty of perjury that the above supplied information is true and correct.

Applicant's
Signature _____ Date _____

Staff Use Only	
Approved By: _____	Date _____
Receipt #: _____	L10



**2013 BUSINESS LICENSE
TAX SCHEDULE**

**Coin-Operated Machines
(ANNUAL)**

.01 cent – .04 cent	\$17.00
.05 cent - .20 cent	\$24.00
.21cent - .49 cent	\$28.00
.50cent - .99 cent	\$31.00
1.00 and up	\$36.00

**JUKE BOX
(ANNUAL)**

Flat Tax **\$24.00**

**POOL TABLE
(ANNUAL)**

First Table **\$36.00**
Additional Table

NOTICE TO ALL MACHINE OWNER:

COIN-OPERATEDMACHINES AND OTHER DEVICE REQUIRE
A BUSINESS LICENSE TO OPERATE IN THE CITY OF BELL
THE LICENSE TAX IS BASED ON THE ABOVE SHEDULE.
BUSINESS OWNER MUST OBTAIN A CITY BUSINESS LICENSE
WITHIN FIVE WORKING DAYS OR THE SUBJECT PROPERTY
MUST BE REOVED RFROM PREMISES



**2013 BUSINESS LICENSE
FLAT TAX SCHEDULE**

**VEHICLE/ TRUCK LICENSE
(ANNUAL)**

FIRST VEHICLE	\$ 30.00
EACH ADDITIONAL VEHICLE(S)	\$ 18.00

***VEHICLE LICENSE APPROVED ONLY FOR:**

- Delivery Services
- Towing Services
- Catering Trucks (Maximum time @ location(s) 30 minutes- 1hr)
- Transportation Services
- Taxi Cabs (Upon application approval)

GARDENER **\$ 60.00**
(ANNUAL)

GARDENER **\$ 19.00**
(QUARTERLY)

**IN ORDER TO OBTAIN A VEHICLE OR GARDENER LICENSE, THE
FOLLOWING ORIGINAL DOCUMENTS NEED TO BE SUBMITTED ALONG
WITH THE LICENSE APPLICATION:**

**CA IDENTIFICATION OR DRIVER'S LICENSE FOR EACH
INDIVIDUAL LISTED ON THE APPLICATION**

**PROOF OF INSURANCE FOR EACH OPERATING VEHICLE
LISTED ON THE APPLICATION**

**DMV REGISTRATION FOR EACH OPERATING VEHICLE LISTED ON THE
APPLICATION**

***NOTE:**

**CATERING VEHICLES/ TRUCKS NEED TO BRING AN ADDITIONAL
ORIGINAL DOCUMENT:**

HEALTH PERMIT FOR EACH VEHICLE LISTED ON THE APPLICATION