



**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. 2606

## **BUSINESS LICENSE REQUIRED DOCUMENTS**

**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 (2<sup>nd</sup> 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](http://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](http://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 (2<sup>nd</sup> Floor)  
Norwalk, CA 90650  
(562) 462-2177  
Office Hours M-F 8:00 AM – 5:00 PM  
[www.lavote.net/clerk/naming.htm](http://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](http://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.ca.gov](http://www.edd.ca.gov)