

HOW TO OBTAIN A CITY OF COMMERCE BUSINESS LICENSE

STEP 1

- ◆ Fill out a **Zoning Clearance/Inspection Application**
- ◆ Submit the Application to Planning Counter #2 **Between 8:00-11:00 a.m. & 1:15-4:00 p.m.**
- ◆ The Planning Division will review application. **It may involve a site visit to existing & proposed locations. Review may take 1 week or more.**

STEP 2

- ◆ **Pay inspection fee** at the central cashier counter.
 - ◆ Fee is based on the square footage of enclosed premises stated in your lease.
 - \$150 up to 5,000 sq. ft.
 - \$300 over 5,000 sq. ft.
- Checks payable to City of Commerce
Credit Cards are Accepted**
- ◆ **Go to Planning Counter #2** to obtain an inspection appointment
 - ◆ **Someone must be at the location on the inspection date. Please be sure to include the name, phone number, and email of a local contact on the application.**

Does your business handle food products?

Yes

Contact the Health Dept directly to request an inspection:

LA Co. Environmental Health
5050 Commerce Drive
Baldwin, Park, CA 91706
(626) 430-5560

NO

STEP 3

Tuesday Inspection:

Both the LA County Fire and LA County Building & Safety Inspectors will conduct inspections. **Please bring your inspection application to the appointment so the inspectors can sign it.**

Inspection approval must be obtained **within 60 days** from date inspection application was signed by Planning

STEP 4

To obtain a **Business License**, turn in the following documents to the Business License Division:

- ◆ **Zoning Clearance/inspection Application** with approval signature from **both** Inspectors
- ◆ Completed **Business License Application**
- ◆ **Burglar Alarm Application**
- **Business License fee** (call ahead for amount due (323) 722-4805, Ext. 2325)

Late penalty fees may be incurred for not obtaining a business license within 30 days of moving in.

**EAST REGION COMMERCE
FIRE PREVENTION OFFICE**
2535 Commerce Way
Commerce, CA 90040
(323) 720-9913

Hours: 8:00 a.m. – 9:30 a.m.
Monday - Friday

**BUILDING & SAFETY
DEPARTMENT**
2535 COMMERCE WAY
COMMERCE, CA 90040
(323) 722-4805, Ext. 2290

Hours: 8:00 a.m. – 4:30 p.m.
Monday through Friday

Closed daily from 12:00-1:00 p.m.

**CITY OF COMMERCE
ZONING CLEARANCE/INSPECTION APPLICATION**

GENERAL BUSINESS INFORMATION

Business Name		Office Use Only	
		Activity#	Fee
Business Address			
Is this address a residence? <input type="checkbox"/> Yes <input type="checkbox"/> No		Email Address	
Business Phone #	Business FAX #	Name & Title of Highest Ranking Contact Person:	
Mailing Address (if different than business address)			

PROPERTY OWNER INFORMATION

Property Owner's Name	Phone #
Property Owner's Address:	

DESCRIPTION OF BUSINESS OPERATION:

# of all employees reporting to this Location	Days & Hours of operation	Number of buildings

PLEASE INDICATE GROSS SQUARE FOOTAGE OF EACH AREA YOU LEASE OR OWN:

Office Area	Manufacturing Area	Warehousing Area	Other:	Total Square Footage of Bldg

Mark all items that describe your business operation at this location:

<input type="checkbox"/> Retail	<input type="checkbox"/> Wholesale, distribution	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Assembly/packaging	<input type="checkbox"/> Vehicle repair/servicing	<input type="checkbox"/> Food Processing (Describe type of food below)
<input type="checkbox"/> Office/business services	<input type="checkbox"/> Warehouse/Storage	<input type="checkbox"/> Printing
<input type="checkbox"/> Entertainment	<input type="checkbox"/> Health services	<input type="checkbox"/> Social Services
<input type="checkbox"/> Massage/aromatherapy	<input type="checkbox"/> Recycling or similar	<input type="checkbox"/> Alcoholic beverage sales
<input type="checkbox"/> Restaurant or fast food place	<input type="checkbox"/> Trucking	<input type="checkbox"/> Other: (Please describe below)

Describe other

Describe the product(s), material and/or services at this location:

Describe type of machinery or equipment to be used at this location (including # of sewing machines)

STORAGE INFORMATION

Check all that apply.

Material or products will be stored: On pallets Free standing on racks or shelving

Will storage, racks or shelving exceed: 6 ft. in height 12 ft. in height

EMERGENCY CONTACT INFORMATION (ICE)

Name	Primary Phone No.	Secondary Phone No.
1st ICE Contact:		
2nd ICE Contact:		
Alarm Co. Name:		

HAZARDOUS MATERIALS INFORMATION

Does your business plan to: (Check all that apply)

<input type="checkbox"/> Store hazardous materials or mixture at any one time, equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of compressed gas	<input type="checkbox"/> Have an underground tank	<input type="checkbox"/> NONE
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Note: There is no complete list of hazardous materials. A broad definition is any material that because of quantity, concentration or physical or chemical characteristics poses a significant or potential hazard to health, property, or the environment.

If you have a current business plan on file with the Los Angeles County Fire Department, please attach a copy of page one of Form No. 577 (Los Angeles County Fire Department, Hazardous Materials Business Plan).

INDUSTRIAL WASTE INFORMATION (Mark all that apply)

- Industrial Waste Clarifier
 Industrial Waste Rain Diversion System
 Industrial Waste Sample Box
 Grease Trap
 Collection Sumps or Pits
 Area Storm Drains w/Fossil Filters
 NONE

STATEMENT OF INTENDED USE

Mark all that apply. Will your business do any of the following:

- | | |
|--|--|
| <input type="checkbox"/> Store an aggregate quantity of aerosol products in excess of 500 lbs. | <input type="checkbox"/> Install or operate a stationary lead-acid battery system more than 100 gallons |
| <input type="checkbox"/> Produce dust or loose combustible fibers in excess of 100 cubic feet | <input type="checkbox"/> Store more than 2500 cubic feet of combustible materials (boxes, rubber) |
| <input type="checkbox"/> Store, handle or use compressed gases | <input type="checkbox"/> Produce, store or handle cryogenics |
| <input type="checkbox"/> Engage in the business of dry cleaning | <input type="checkbox"/> Produce combustible dusts (e.g. flour, magnesium) |
| <input type="checkbox"/> Have any explosives or blasting agents | <input type="checkbox"/> Store, handle, use or dispense flammable or combustible liquids |
| <input type="checkbox"/> Store, transport on site, dispense, use or handle hazardous materials | <input type="checkbox"/> Have over 500 square feet of high-piled combustible storage (>12 feet in height, or > than 6 feet in height if high hazard such as rubber tires, flammable liquids, idle pallets) |
| <input type="checkbox"/> Store, handle or use liquefied petroleum gases | <input type="checkbox"/> Melt, cast, heat treat or grind more than 10 pounds of magnesium |
| <input type="checkbox"/> Have a motor vehicle fuel-dispensing system | <input type="checkbox"/> Manufacture more than 1 gallon of organic coating per day |
| <input type="checkbox"/> Operate an industrial baking or drying oven | <input type="checkbox"/> Operate a place of assembly (drinking, dining, gathering) for more than 50 people |
| <input type="checkbox"/> Store or handle radioactive materials | <input type="checkbox"/> Have a refrigeration system with >220 pounds or >30 pounds of any other refrigerant |
| <input type="checkbox"/> Operate a repair garage for servicing or repairing vehicles | <input type="checkbox"/> Conduct hot work (welding, cutting use flame producing devices or torches) |
| <input type="checkbox"/> Apply flammable or combustible liquids (spray booth, dip tank, powder coating, rolling) | <input type="checkbox"/> Store over 1000 cubic feet of tire in an outside area |
| <input type="checkbox"/> Store, lumber, wood chips, hogged material or plywood in excess of 200 cubic feet | <input type="checkbox"/> NONE |

Describe the method of disposing of combustible or hazardous waste materials:

FIRE SPRINKLER SYSTEM

Is your building equipped with automatic fire sprinklers?

- Yes
 No

If Yes, then provide the following:

Date of last sprinkler system 5-year certification (NFPA 24, CCR Title 19):

Name of fire sprinkler alarm monitoring company:		Phone Number:
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Is your building equipped with automatic fire detection? (smoke detector, heat detector, manual pull) If Yes, provide:

Date of last alarm system certification:

Name of alarm monitoring company:		Phone Number:
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SIGNATURE

THIS APPLICATION SHALL TERMINATE WITHIN SIXTY DAYS OF THE DATE OF ISSUANCE UNLESS A WRITTEN EXTENSION IS GRANTED BY THE LOS ANGELES COUNTY BUILDING AND SAFETY DEPARTMENT, THE LOS ANGELES COUNTY FIRE DEPARTMENT, OR THE COMMERCE CITY COMMUNITY DEVELOPMENT OFFICIALS.

PLEASE BE AWARE THERE ARE SPECIFIC REQUIREMENTS FOR OBTAINING A CITY BUSINESS LICENSE. YOUR BUSINESS LICENSE WILL BE IN PENDING STATUS UNTIL SUCH REQUIREMENTS HAVE BEEN MET. ACCEPTANCE OF THE BUSINESS LICENSE APPLICATION AND BUSINESS LICENSE TAX IS NOT AN ENDORSEMENT OR CERTIFICATION OF COMPLIANCE OR CONFORMITY WITH APPLICABLE REQUIREMENTS OF THE CITY'S ZONING REGULATIONS OR OTHER APPLICABLE CITY ORDINANCES OR LAWS.

THE SITE PLAN & FLOOR PLAN AND BUSINESS OPERATIONS DESCRIPTION LETTER MUST BE ATTACHED IN ORDER FOR THIS APPLICATION TO BE COMPLETE (Refer to attached example). Incomplete applications will not be processed.

I certify that I have read this application and state that the information is correct. I agree to comply with all County ordinances and State laws relating to building construction, and hereby authorize representatives of this County to enter upon the above-mentioned property for inspection purposes.

DATED: IN THE CITY OF COMMERCE, STATE OF CALIFORNIA

Signature of Applicant	Phone # of Applicant
Address of Applicant:	
Email Address:	

FOR DEPARTMENTAL USE ONLY

PLANNING DEPARTMENT	Designated Zone:	Required Parking Spaces:	Parking Spaces Provided:
Approved Use: <input type="checkbox"/>	or Disapproved Use: <input type="checkbox"/>	Reviewed By:	Date:
Special Conditions Required: C.U.P. <input type="checkbox"/>	Plot Plan <input type="checkbox"/>	Other <input type="checkbox"/>	Description of Other <input type="checkbox"/> SIC #
FIRE DEPARTMENT	Date:	Approved: <input type="checkbox"/>	Disapproved <input type="checkbox"/> By:
BUILDING DEPARTMENT	Date	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/> By:
HEALTH DEPARTMENT	Date	Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/> By:
REMARKS			
Activity No:	Building Address:	Locality:	
Check No	Amount:	Date:	Receipt #:
Processed by:			

Business Operations Description Letter
(Please provide a detailed description of the proposed business operation)

Any Furniture Company
1000 South Anyplace
Any City, CA 00000

July 20, 2010

Dear City Official:

The following information is in response to your request to describe the proposed business operation to be conducted at the above address:

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

Sincerely,

John J. Jones
President



Useful Phone Numbers

Department Of Health Services – Los Angeles County

If your business handles food in **any** form, you should contact the County of Los Angeles Department of Health Services. For more information call:

Administrative Headquarters

5050 Commerce Drive, Baldwin Park, CA 91706-1423
(626) 430-5560

Plan Check

Plan Check Program
(626) 430-5560

Fictitious Business Name (Db)

To file a Fictitious Business Name, contact:

Los Angeles County Clerk

12400 E. Imperial Hwy., Norwalk, CA 90651 Phone# (562) 462-2177 or go to <http://portal.lacounty.gov>

Signs

To display **any** sign, you must secure a permit. For questions concerning sign requirements, contact the City of Commerce Planning Division at (323) 722-4805, extension 2811.

Seller's Permit (California State Board of Equalization)

You can apply by mail or in person. Forms can be downloaded from www.boe.ca.gov or an *Express Registration package* can be requested by calling 1-800-400-7115. The nearest office is located at:

12440 E. Imperial Highway, Norwalk, CA 90651 Phone # (562) 466-1694

NPDES Permit

California law requires certain businesses to have a National Pollution Discharge Elimination System (NPDES) Permit issued by the State Water Resources Control Board. Failure to obtain a permit could result in penalties of \$27,500 per day per violation and jail time.

For more information, call the State Water Resources Control Board at (916) 341-5538 or go to www.swcrb.ca.gov

Utilities/Other

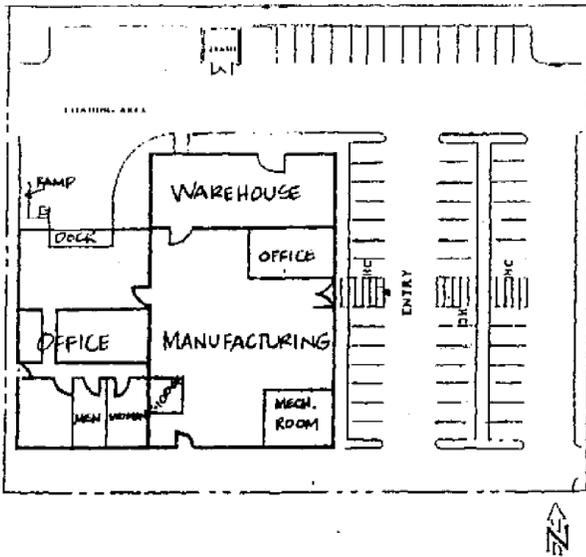
<p>Electricity Southern California Edison P.O. Box 800 Rosemead, CA 91770 (800) 655-4555 www.sce.com</p>	<p>Gas Southern California Gas Co. P.O. Box C Monterey Park, CA 91756 www.socalgas.com</p>	<p>Telephone AT&T (888) 944-0447 www.att.com Verizon (888) 804-0875 www.verizon.com</p>	<p>Trash Disposal/Residential Calmet Services 7202 Petterson Lane Paramount, CA 90723 (562) 259-1239 www.calmetsservices.com</p>
<p>Water California Water Service 3316 West Beverly Blvd. Montebello, CA 90640 (323) 722-8601 www.calwater.com</p>	<p>Small Claims Court E.L.A. Municipal Court Civil Division 4848 East Civic Center Way Los Angeles, CA 90022 www.lasuperiorcourt.org/Locations</p>	<p>Alcoholic Beverage Control 3950 Paramount Blvd., Suite 250 Lakewood CA 90712 (562) 982-1337 www.abc.ca.gov</p>	<p>Trash Disposal/Commercial & Industrial Refer to list of haulers that have a license to pick up trash in Commerce</p>
<p>Chamber of Commerce The Industrial Council 6055 Washington Blvd., Ste.110. Commerce, CA 90040 (323) 728-7222 www.industrialcouncil.org</p>	<p>ELA Sheriff's Station 5019 E. Third Street. East Los Angeles, CA 90022 (323) 264-4151 www.lasd.org</p>	<p>Building Contractors Contractors State License Board 200 Ocean Gate., Suite 1050 Long Beach, CA 90802 (562) 590-5331 www.cslb.ca.gov</p>	<p>South Coast Air Quality Management District 21865 E. Copley Drive Diamond Bar, CA 91765 (909) 396-2000 www.aqmd.gov</p>

SITE PLAN/PLOT PLAN & FLOOR PLAN CHECKLIST

The following information **MUST** be included on the site plan before the Planning Department can process your application:

SAMPLE SITE PLAN/PLOT PLAN

Gary's Auto Body
17056 Gale Avenue, Commerce



Gross Building Area

Office Area:	12,600 SF
Manufacturing Area:	12,600 SF
Warehousing Area:	6,825 SF
TOTAL:	32,025 SF

Parking

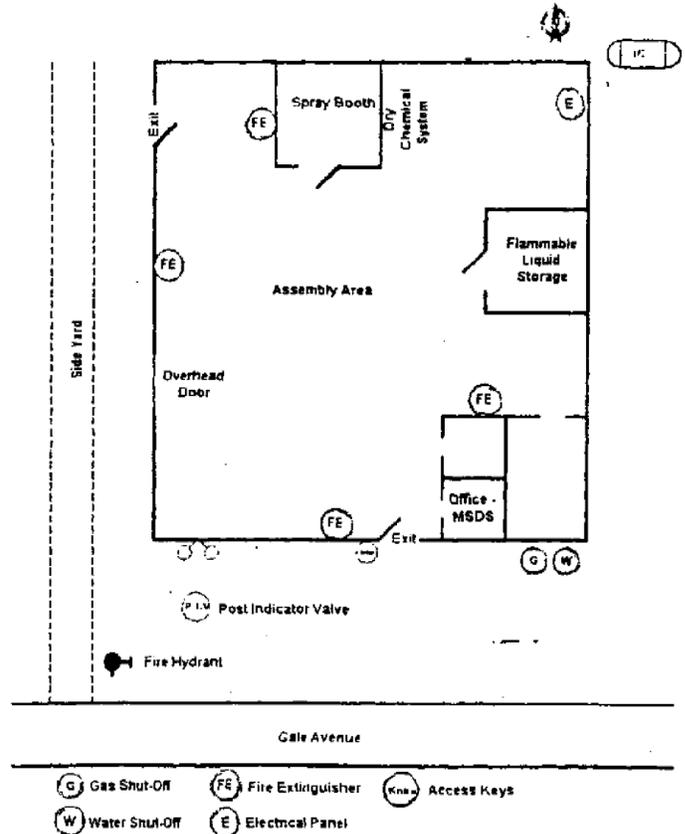
Automobile:	45
Compact:	4
Truck:	2
ADA:	3
TOTAL:	54

SITE PLAN/PLOT PLAN CHECKLIST

- Site Plan/Plot Plan **MUST** be on **8 1/2 x 11** paper.
- **INCLUDE** the business name, address and/or space number on the site plan.
- **IDENTIFY** the footprint of the building on the site plan.
- **IDENTIFY** all parking spaces on the site, including a count and breakdown (automobile, truck, compact, ADA) of these spaces.
- **INCLUDE** a breakdown of gross building area on the site plan: (see example site plan above)
 - Office Area
 - Manufacturing Area
 - Warehousing Area
- **MUST** provide a **TYPED** "**Business Operations Description**" Letter describing the activity that will be conducted in the building. (see example provided)

SAMPLE FLOOR PLAN

Gary's Auto Body
17056 Gale Avenue, Commerce
7500 Square Feet, Block Building



FLOOR PLAN CHECKLIST

- Floor Plan **MUST** be on **8 1/2 x 11** paper.
- **INCLUDE** the business name, address and/or space number on the site plan.
- **IDENTIFY** the gas shut-off, fire extinguishers, access keys, water shut-off, and electrical panel locations required by the Los Angeles County Fire Department. (see example floor plan above).
- **INCLUDE** a breakdown of gross building area on the floor plan: (see example site plan above)
 - Office Area
 - Manufacturing Area
 - Warehousing Area
- **MUST** show a layout of all parts of the building, **INCLUDING** all entrances, exits, and windows.

Refuse Haulers Licensed to Pick up Trash From Commerce Commercial & Industrial Locations

Business License #	Company Name	Mailing Address	Mailing City, State, ZIP	Phone Number
220206	A A A Rubbish, Inc.	P O Box 2158	Bell Gardens, CA 90202	(800) 310-2248
220005	A M Disposal	13665 Park St	Whittier, CA 90601	(562) 698-5311
220004	All Service Disposal, Inc	P O Box 1678	Montebello, CA 90640	(714) 744-4488
220223	American Reclamation Inc <small>www.americanreclamationinc.com</small>	4560 Doran St	Los Angeles, CA 90039	(888) 999-9330
220142	Angelus Western Paper Fibers, Inc.	2474 Porter St	Los Angeles, CA 90021	(213) 623-9221
263204	Athens Services	P O Box 60009	Industry, CA 91716	(626) 336-3636
220081	Calmet Services, Inc.	P O Box 2137	Paramount, CA 90723	(562) 259-1239
220189	Commercial Waste Svcs Inc.	P O Box 820	Montebello, CA 90640	(800) 947-8224
220167	East And West Disposal Co.	457 E Markland Ave	Monterey Park, CA 91754	(323) 722-4501
220019	G B Services, Inc.	P O Box 1026	Montebello, CA 90640	(323) 721-1068
220073	Goodwill Disposal Co., Inc.	4743 E Olympic Ave	Los Angeles, CA 90022	(323) 263-8471
220028	Key Disposal	P.O. Box 459	Montebello, CA 90640	(323) 721-5441
220116	Olympic Disposal Company	116 W Maynard Rd	Montebello, CA 90640	(323) 887-2999
220155	Peerless Disposal Service	P O Box 1755	Montebello, CA 90640	(888) 888-0388
260473	Sav Way Disposal Co	4133 Bandini Blvd.	Vernon, CA 90023	(562) 841-2407
220034	Tom Mendrin Rubbish Disp, Inc.	12949 Telegraph Rd	Santa Fe Springs, CA 90670	(800) 299-4898
220172	Universal Waste	P. O. Box 3038	Whittier, CA 90650	(562) 941-4900
220110	Van Disposal Service	632 N 7th St	Montebello, CA 90640	(213) 722-0247
220018	Waste Management, Inc.	9081 Tujunga Ave.	Sun Valley, CA 91352	(818) 252-3156
220115	Wilshire Disposal Service	12949 Telegraph Rd	Santa Fe Springs, CA 90670	(562) 663-3443