



GROW YOUR BUSINESS IN THE CITY OF COVINA



BUSINESS LICENSING

Thank you for doing business in the City of Covina! We look forward to assisting you in your venture. Before your application for a business license can be processed, we need to verify that your business meets all City zoning and permitting requirements. To help us, please complete the accompanying Business License Application and Business License Questionnaire. Answering all related questions as completely as possible will help avoid any delays.

How does the business license process work?



Submitting an application by mail. If submitting your business license packet by mail, please include the following: **1)** Original license application, **2)** Original license questionnaire, **3)** number of employees working at location, **4)** proof of business registration, **5)** copy of business owner or officer identification. *Incomplete forms will not be accepted.*

Refunds. As per Covina Municipal Code 5.04.270, taxes collected through the business license process are nonrefundable, unless collected in error due to miscalculation.

Important facts to know when completing your business license packet:

- ▶ **Do you have a Seller's Permit?** If you are engaged in business in California, and intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail, then you are required to have a Seller's Permit issued by the [California state Board of Equalization](http://www.boe.ca.gov). For more information on obtaining a Seller's Permit visit their website at www.boe.ca.gov, or phone toll-free (800) 400-7115.
- ▶ **Have you formed a business?** For Corporations, Limited Liability Companies, or Partnerships, contact the California State Board of Corporations at (213) 897-3062. For Sole Proprietor, contact the Los Angeles County Clerk's office at (562) 462-2177.

READ ME FIRST

Before you sign a lease or apply for a business license contact the City of Covina, Planning Department at (626) 384-5450 to confirm zoning requirements.

What is in this Packet?

- ▶ **Business License Application.** For your convenience this form can be completed electronically with Adobe Reader, or printed then manually completed.
- ▶ **Business License Questionnaire.** Assists staff with identifying business operations that may require additional City permits.
- ▶ **Tax and Fee schedule.**

When can I open my business?

Completing a business license application form does not permit you to operate a business in the City of Covina. You may not operate your business until all city requirements have been met, all associated fees have been paid and you have been issued a valid business license certificate.

Contact Phone

Business Licensing	(626) 384-5506
Planning Dept.	(626) 384-5450
Building & Safety	(626) 384-5460
Environmental	(626) 384-5480
Engineering	(626) 384-5490
Covina Police	(626) 331-3391
LA County Fire	(626) 732-3531
Business Outreach Program	(626) 384-5441



Mon.-Thurs. 7:00am to 6:00pm
Closed Fridays

City of Covina Business License Application

125 E. College St., Covina, CA 91723 • Telephone: (626) 384-5506 • BL@covina.ca.gov

It is essential to ensure that planned business uses are permitted at a given location within the City. Zoning verification and all required permits from City Departments must be obtained before the business activity will be allowed. A business license does not guarantee the right to conduct business activities that are in violation of applicable laws.

Please Check All That Apply

- New Application
- Change of Owner
- Change of Address
- Change of Business Name
- Start date in Covina:** _____

Business Info.	Business Name _____ Bus. Phone# _____	
	Corporate Name (if applicable) _____ Email _____	
	Business Location _____ Zip _____ <small>(cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)</small>	
	Mailing Address _____ City _____ St _____ Zip _____	

Description	Business Operation: <input type="checkbox"/> Administrative Office <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturing <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Other: _____	
	Description of Business _____ State License No. _____	
	_____ License Type / Exp _____	
	_____ Resale No. _____	
	_____ Federal ID _____	
_____ State ID _____		

Owner Information	Type of Business: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Ltd. Liability Comp. <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Other: _____	
	Owner (1) _____ Title _____ Driver's License No. _____	
	Home Address _____ Social Security No. _____	
	City _____ St _____ Zip _____ Home/Cell Phone _____	
	Owner (2) _____ Title _____ Driver's License No. _____	
	Home Address _____ Social Security No. _____	
	City _____ St _____ Zip _____ Home/Cell Phone _____	
	Emergency Contact	
	Alarm Company (if applicable)	
	Property: <input type="checkbox"/> Owner <input type="checkbox"/> Manager	
Name _____		
Daytime Phone _____		
Company _____		
Phone No. _____		
Name _____		
Contact _____		
Phone No. _____		
Alarm Co ACO _____		

I DECLARE UNDER PENALTY OF PERJURY, THAT THE ABOVE APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I CERTIFY THAT I WILL OPERATE MY BUSINESS IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND CITY LAWS AND REGULATIONS. I FURTHER UNDERSTAND THAT ANY FALSE STATEMENTS MADE ABOVE ARE GROUNDS FOR DENIAL OR REVOCATION OF THE BUSINESS LICENSE.

Signature of Owner/Officer/Partner _____ Print Name _____ Date _____

FOR OFFICE USE ONLY

1) Number of Owners/Employees FT _____ PT _____	9) (_____) \$ _____	TOTAL (add lines 8 thru 16) \$ _____
2) Base tax (Owner/Business) \$ _____	10) (_____) \$ _____	
3) Add \$ _____ x _____ = \$ _____	11) (_____) \$ _____	
4) Add \$ _____ x _____ = \$ _____	12) (_____) \$ _____	
5) Tax (add lines 2+3+4) \$ _____	13) Environmental Compliance \$ _____	
6) Prorated Deduction (25%; 50%) \$ _____	14) Zoning \$ _____	
7) Penalty \$ _____	15) Processing Fee \$ 30.00	
8) Tax Amount \$ _____	16) SB1186 State Accessibility † \$ 1.00	

Planning: <input type="checkbox"/> Zoning <input type="checkbox"/> Inspection	Building: <input type="checkbox"/> C of O <input type="checkbox"/> Other	Env: <input type="checkbox"/> IWPA <input type="checkbox"/> IWP <input type="checkbox"/> SW/Rest	Eng:	PD:
# _____ Init. _____	# _____ Init. _____	# _____ Init. _____	Init. _____	Init. _____

† 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, The Department of Rehabilitation at www.rehab.cahwnet.gov, or The California Commission on Disability Access at www.cdda.ca.gov



Business License Questionnaire In Town Business

Business Name:	Phone:
Contact Name:	Email:
Business Address:	

Please answer each of the questions listed below

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Is your business currently operating in the City of Covina? <i>If Yes, start date: _____ . You will be required to establish trash/recycling service within 7 business days of the business start date. Contact Athens Services at 888.336.6100 (env, fin)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Have you confirmed zoning requirements and conditional uses with the Planning Department? (plng)
<input type="checkbox"/>	<input type="checkbox"/>	When a business establishes occupancy of a building or space, a Certificate of Occupancy inspection is required. Have you reviewed the Certificate of Occupancy process with the Building Department? (bldg)
<input type="checkbox"/>	<input type="checkbox"/>	Are there any proposed signs, permanent or temporary? (ex: fixed or non-fixed) (bldg, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business have vending machines available to customers/employees? (fin)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business have live entertainment, music and/or karaoke for the purpose of entertainment? (plng, pd)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business offer massage, acupressure or other similar personal services? (pd, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business deal in coins, stamps, firearms, jewels, second hand property, pawn or loan activity? (pd, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business sell, manufacture, or have mail order adult oriented products? (pd, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business involve brokering, buying, selling, or trading automobiles or other motorized vehicles, whether running or not? (env, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will pet grooming be conducted at the business? (bldg, env)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business be sharing space with another business? (plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will you be storing any commercial vehicles, tools, or equipment at the location? (env, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business provide training or classes at your business location to anyone not employed by the business? (plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business provide barbering, salon or beauty services? (excludes station rental) (bldg, env, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business involve the sale of used or vintage clothing, shoes, home furnishings, or any other type of good? (plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business involve opening/operating a service station or retail gas station? (bldg, env, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business provide tattoos and or body piercing? (pd, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Is business a restaurant or does it handle produce, process or sell food or drink? (bldg, env)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business involve repair of motorized equipment (cars, trucks, construction equipment, lawnmowers, etc...)? (bldg ,env)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business involve gardening, landscaping, painting, concrete / masonry work or swimming pool service? (env)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business conduct any aspect of operations outdoors, or display or store equipment, machinery or merchandise outdoors? (env, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business involve mobile washing services (carpet cleaning, car wash/detailing, pet grooming, power washing buildings, etc.)? (env)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business manufacture product(s) using recycled content materials? (env)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business produce significant amounts of waste or recyclable materials in its operations? (env)
<input type="checkbox"/>	<input type="checkbox"/>	Will the facility have any of the following equipment: Charbroiler, Dry cleaning machine, Spray booth, Printing press (screen/lithographic/flexographic), Internal combustion engine greater than 50HP (excluding motor vehicles), Boiler/combustion equipment (greater than 1 billion BTU/hr. maximum input), Abrasive blasting cabinet/room, Baghouse/cartridge-type dust filter/scrubber, Motor fuel storage and dispensing equipment? (env)



Business License Questionnaire In Town Business

Business Name:	Phone:
Contact Name:	Email:
Business Address:	

Business License Questionnaire continued ...

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will the business involve any repair, painting, detailing or installation of parts or accessories for any automobile, truck, motorcycle, watercraft, or recreation vehicle or motorized equipment? (bldg, env, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will any of the following operations be performed: Application of paints or adhesives, Etching/Plating/Casting/Melting of Metals, Molding/Extruding/Curing of Plastics, Mixing and blending of liquids and/or powders, Storage of acids/solvents/organic liquids/or fuels, Production of fumes/dust/smoke/strong odors? (env)
<input type="checkbox"/>	<input type="checkbox"/>	Will any modifications be made to the existing building besides superficial alterations (e.g. painting, wallpaper, carpet, or tile)? (bldg, env)
<input type="checkbox"/>	<input type="checkbox"/>	Is the new business dissimilar in use/occupancy to the previous tenant? (bldg)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business involve any product manufacturing/fabrication, or industrial type processes? (bldg, env)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business involve or produce fats, oils or grease? (bldg, env)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business be selling, providing or giving away any form of alcoholic beverages? (pd, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business be selling, providing or giving away any form of controlled substances (i.e. marijuana, prescription medication)? (pd)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business have any type of automatic teller machine (ATM)? (plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business have any type of gaming or amusement machines? (pd, plng)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business be involved in the use, sales, storage or production of any type of hazardous/toxic substances, materials or waste? (env)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business have any type of firearms stored at the premises? (pd)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business conduct business with the public after 10:00pm or be open to the public 24 hours a day? (pd)
<input type="checkbox"/>	<input type="checkbox"/>	Does the business license applicant or any business partner have an on-site or off-site sale of alcoholic beverage license issued by the State of California Alcoholic Beverage Control Board? (pd)
<input type="checkbox"/>	<input type="checkbox"/>	Does the business license applicant or any business partner have a Second Hand Dealer license issued by the State of California? (pd)
<input type="checkbox"/>	<input type="checkbox"/>	Does the business license applicant or any business partner have a Federal Firearms License issued by the United States Bureau of Alcohol, Tobacco and Firearms? (pd)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business have any type of alarm system? (pd)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business have any type of video monitoring system? (pd)
<input type="checkbox"/>	<input type="checkbox"/>	If the answer to the above question is YES, will the video monitoring be recorded? Length of recording _____ (pd)
<input type="checkbox"/>	<input type="checkbox"/>	Will the business use flyers, posters, handbills, etc. to advertise? (env)

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Signature _____ Date _____

CITY OF COVINA

BUSINESS LICENSE TAX RATES & FEES

<u>BUSINESS TYPE</u>	<u>TAX RATES</u>
Advertising – Benches Municipal Code: 5.04.350	\$60 first one, \$7 each additional
Advertising - Outdoor (billboards) Municipal Code: 5.04.340	\$60 each advertising structure
Advertising - Vehicle (sound, etc.) Municipal Code: 5.04.370	\$10 per day for each vehicle
Bowling Alleys & Pool Tables Municipal Code: 5.04.400	\$40 first one, \$12 each additional
Carnivals, Circuses Municipal Code: 5.04.410	\$190 per day
Contractors Municipal Code: 5.04.420	\$70 for general contractor (license type A or B) \$60 for subcontractor (license C)
Dancing & Entertainment Municipal Code: 5.04.430	Contact Police Dept. (626) 384-5628
Delivery Or Service Vehicle (Out Of Town) Municipal Code: 5.04.440	\$45 per vehicle
Filming In City Municipal Code: 5.04.580	\$300 per day
Game Machines Municipal Code: 5.04.380	Contact Planning at (626) 384- 5453 for CUP \$75 each machine per year (no prorated)
Hospitals & Convalescent Homes Municipal Code: 5.04.450	\$50 base + \$4 per bed
Laundromat Municipal Code: 5.04.460	\$52 for first 30 units, \$1.25 each additional
Manufacturing , Wholesale, Industrial Municipal Code: 5.04.470	\$50 base + \$5 per employee up to 24 employees, \$4 each additional over 24 employees
Pawnbrokers, Second Hand Dealers Municipal Code: 5.04.480	Contact Police Dept. (626) 384- 5628
Professions (Doctor, Lawyer, CPA, etc.) Municipal Code: 5.04.490	\$52 base + \$30 each professional + \$8 per employee up to 4 employees, \$6 each additional over 4 employees

CITY OF COVINA

BUSINESS LICENSE TAX RATES & FEES

Rental Units (4 or more units) Municipal Code: 5.04.500	\$38 first 4 units, \$6 each additional unit
Retail Services/General Business Municipal Code: 5.04.510	\$52 for owner or first employee, \$8 each employee for the next 4 employees, \$6 each additional after 4 employees
Rubbish & Junk Collectors Municipal Code: 5.04.520	<i>Contact Environmental Dept. (626) 384-5482</i>
Searchlights Municipal Code: 5.04.360	\$5 per day
Shoeshining Stands Municipal Code: 5.04.530	\$15 each stand
Skating Rink Municipal Code: 5.04.540	\$180 per year
Solicitors & Peddlers Municipal Code: 5.04.550	<i>Contact Police Dept. (626) 384-5628</i>
Taxicabs Municipal Code: 5.04.560	<i>Contact Police Dept. (626) 384-5628</i>
Theatres Municipal Code: 5.04.570	\$65 first 500 seats, \$0.20 per seat thereafter
Vending Machines Municipal Code: 5.04.380	\$30 first \$5,000 gross receipt, \$1.50 each \$1,000 thereafter

<u>FEE DESCRIPTION</u>	<u>FEE AMOUNT</u>
Certificate Of Occupancy Inspection	\$133 (<i>Contact Building Department, (626) 384-5460</i>)
Downtown Association Business Area Enhancement District	\$125 (<i>applies to first floor businesses located on Citrus Ave., between Badillo St. and San Bernardino Rd.</i>)
Environmental Compliance Fee	\$15 (<i>all applicants</i>)
Non-Domestic Wastewater Disposal Permit	\$15 application fee + \$223 - \$2,210 Permit fee (<i>determined by business classification, contact Environmental Dept. (626) 384-5482</i>)
Processing Fee	\$30 (<i>all applicants</i>)
Prospero Park BAED (Business Area Enhancement District)	\$125 (<i>not applicable to all businesses</i>)

CITY OF COVINA

BUSINESS LICENSE TAX RATES & FEES

Shopper's Lane Parking Improvement Area	One-half of license tax (<i>applies to business located on Shoppers Lane only</i>)
Storm Water Fee	\$85 (<i>For manufacturing facilities, automotive dealers, gasoline stations, motor vehicle repair shops, motor vehicle parts and accessories, sewage treatment, hazardous waste, recycling, landfills</i>) \$50 (<i>For restaurants & food-processing related businesses</i>) <i>(contact Environmental Dept. (626) 384-5482 for information)</i>
Zoning Fee (<i>one- time fee</i>)	\$199 (<i>New Application, Change of Address application. In-Town commercial locations only. Includes inspection</i>) \$75 (<i>New Application, Change of Address application. In-Home residential locations only. Does not include inspection</i>) <i>(Contact Planning Dept. (626) 384-5450 for information)</i>
SB1186 State Accessibility Fee	\$1 (<i>All new applications and renewing licenses</i>)