



# City of Industry Business License (a.k.a. Use Permit): Step-by-Step Guide

Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly

## Step 1 → Contact the Planning Department

Contact the Planning Department to determine if your business is permitted.

15625 Mayor Dave Way  
City of Industry, CA 91744  
Phone: (626) 333-2211

e-mail: [planning@cityofindustry.org](mailto:planning@cityofindustry.org)

Counter Hours: Monday through Friday, excluding  
holidays  
8 am to 11:30 am and 1 pm to 4 pm

## Step 2 → Fill Out Business License (a.k.a. Use Permit) Application

Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications will not be accepted. **PROVIDE A FLOOR PLAN OF THE PROPOSED BUSINESS.**

## Step 3 → Fill Out Solid Waste Generator (Form 104)

Please indicate what method the business will use for managing recyclables.

## Step 4 → Apply for a California Seller's permit.

Please apply for California Seller's permit prior to submitting for a Business License if sales occur in your business. Without a seller's permit your application will be deemed incomplete if it is determined that you need one.

**Please visit the following link if you need to obtain a sellers permit:**

<https://www.cdtfa.ca.gov/taxes-and-fees/fagseller.htm>

**If you already have a California Seller's permit, please provide your Permit number on the application form and provide proof of it.**

## Step 5 → Comply with statewide Industrial General Permit for Storm Water See:

[http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/industrial.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml). Only required for business with industrial activities to regulate stormwater.

## Step 6 → Comply with City's Commercial Recycling & Waste Reduction Program:

<https://www.cityofindustry.org/home/showpublisheddocument/8341/637822411864130000>

## Step 7 → Submit Completed Application to City Hall

Submit the completed application to the Planning Department or by way of email to ([planning@cityofindustry.org](mailto:planning@cityofindustry.org)) for approval. The normal processing time for a new Business License (A.K.A. Use Permit) is one to two weeks. You will be contacted if any additional information is needed. You will receive notice of approval and a certificate by mail when your application has been approved.

## Step 8 → Obtain Valley Vista Service

Valley Vista is the City's franchised hauler for solid waste collection (trash), please ensure that your business has an account for solid waste collection.

17445 Railroad Street  
City of Industry, CA 91745  
(800) 442-6454

## Step 9 → Obtain Los Angeles County Fire Department Prevention Approval

Fill out the Los Angeles County Form 30 and submit directly to the Fire Department:  
<https://www.cityofindustry.org/home/showpublisheddocument/6042/636891189330930000>

5200 Irwindale Ave. #210  
Irwindale, CA 91706  
(626) 430-3050

## Step 10 → Display Business License (a.k.a. Use Permit) Certificate in a Prominent Location



# CITY OF INDUSTRY

15625 Mayor Dave Way · City of Industry · CA · 91744  
Phone: (626) 333-2211 · Fax: (626) 961-6795  
[www.cityofindustry.org](http://www.cityofindustry.org)

## BUSINESS LICENSE (A.K.A. USE PERMIT) APPLICATION

New Business

Owner/Name Change

Change of Address

### BUSINESS INFORMATION

Business Name (DBA): \_\_\_\_\_ Federal Tax ID # \_\_\_\_\_

Location Address: \_\_\_\_\_  
street city zip

Corporation Name: \_\_\_\_\_ Seller's Permit # \_\_\_\_\_

Mailing Address (if different then location address): \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email: \_\_\_\_\_

Ownership Type:  Sole Proprietorship  Partnership  Corporation  Other \_\_\_\_\_

Describe in detail the type of business to be conducted and the daily operations of the business.  
\_\_\_\_\_  
\_\_\_\_\_

SIC CODE: \_\_\_\_\_ <https://www.osha.gov/pls/imis/sicsearch.html> NAICS CODE: \_\_\_\_\_ <http://www.naics.com/search/>  
Do you have a Waste Discharger Identification Number (WDID), WDID application number, Notice of Non-Applicability number (NONA), or a No Exposure Certificate (NEC)? If yes, provide number: \_\_\_\_\_  
If no, explain why not: \_\_\_\_\_

Days of Operation: \_\_\_\_\_ Business Hours: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

### BUSINESS OWNER(S) INFORMATION

Owner Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Driver's License# \_\_\_\_\_

Property Management Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_ Cell#: \_\_\_\_\_

### IN CASE OF AN EMERGENCY, PLEASE CONTACT

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

### BUSINESS OWNER DECLARATION

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 Industry Planning Department within TEN (10) days of any changes in the facts stated herein (change of ownership, address, operation, etc.) or any other facts required by this application.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

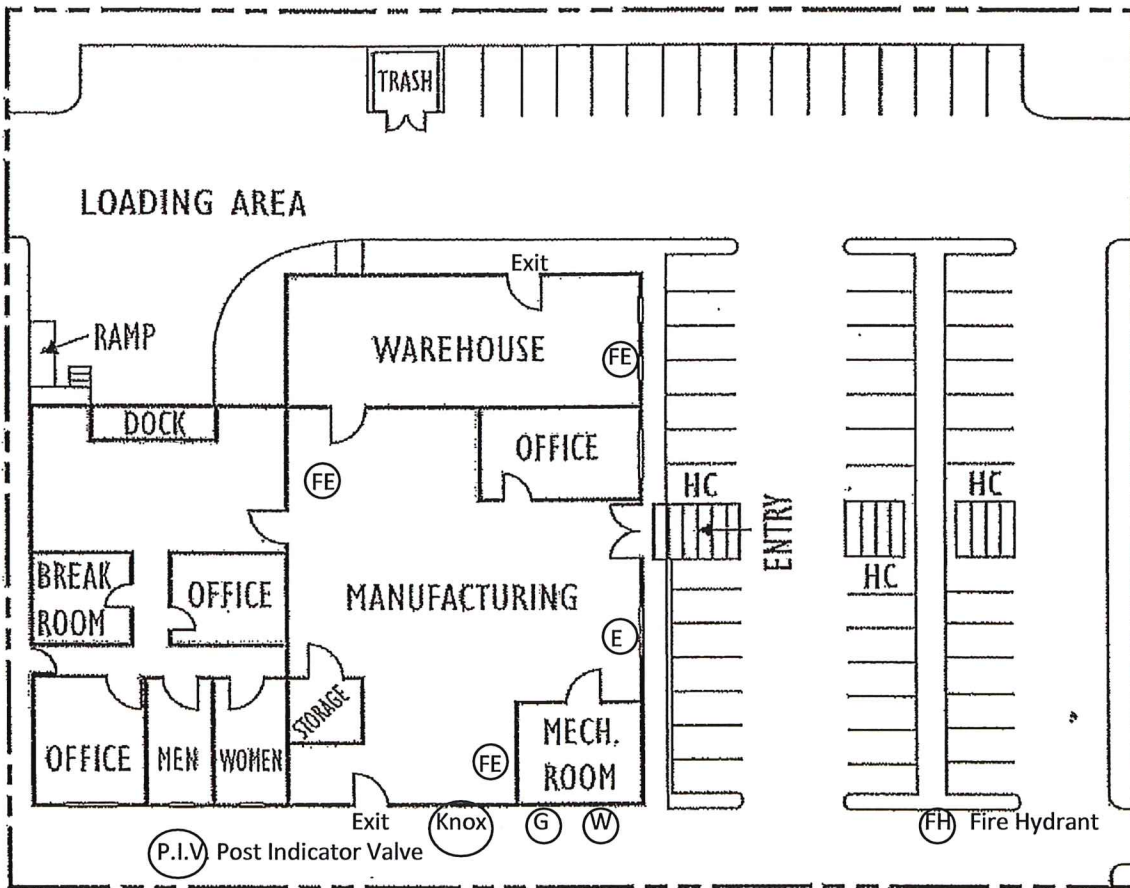
Staff Use: Business License (a.k.a. Use Permit)#: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
Zoning/GP Designation: \_\_\_\_\_ Use Limitations: \_\_\_\_\_

# City of Industry Example Floor Plan

Please submit a site plan and floor plan for your site. The plan needs to show site layout, size and location on property: both in square feet, cross streets, parking and storage areas. The floor plan needs to indicate how the interior floor plan will be used. If you are sharing the space with others, please indicate how the space will be divided. Show all exit doors, fire extinguishers, fire hose cabinets, special fire or life safety systems. This will be used for both the Use Permit requirement and Los Angeles County Fire Department requirement. Please see example below:

Big Ben Furniture Company  
12345 Gale Avenue, City of Industry

Gale Avenue



- (G) Gas Shut-Off
- (FE) Fire Extinguisher
- (Knox) Access Keys
- (W) Water Shut-Off
- (E) Electrical Panel
- (FH) Fire Hydrant

Gross Building Area:

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



# CITY OF INDUSTRY

## SOLID WASTE GENERATOR RECYCLING AND TRASH – (Form 104)

### SECTION 1: GENERATOR INFORMATION

\*Company Name: \_\_\_\_\_  
\*Site Address: \_\_\_\_\_ \*City: City of Industry State: California  
\*Zip Code: \_\_\_\_\_  
\*Mailing Address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_  
\*Zip Code: \_\_\_\_\_  
\*Primary Contact: \_\_\_\_\_ \*Phone: \_\_\_\_\_  
\*Email: \_\_\_\_\_ \*Title: \_\_\_\_\_  
Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Title: \_\_\_\_\_  
**\* Required Information**

### SECTION 2: OPTION FOR MANAGING RECYCLABLES

- A) Recycling with Valley Vista Services** – Your business chooses Valley Vista Services to service all recyclable materials. You may mix your recyclable materials with your solid waste materials in the same container. Valley Vista will separate, recycle, and prepare the any reports needed.
- B) Recycling by Self-Hauling** – Your business assumes full responsibility for separating recyclable materials on-site and recycling it by self-hauling the materials to a permitted recycling facility. Self-haulers must obtain a Self-Haul Permit from the City and report the amounts recycled monthly to the City.
- C) Recycling with a Third-Party** – Your business chooses to contract with one of the City’s permitted collectors to recycle the material(s) per the requirements of Chapter 8.20 of the Industry Municipal Code. You may find a list of permitted recyclers on the City’s website or by using the following link:  
(<http://www.cityofindustry.org/city-hall/departments/development-services/environmental-programs-services>)

**\*If you answered “C” above, please complete the section below:**

Third-Party **Recycling Company** (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Third-Party **Organic Recycling Company** (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If you have any questions, feel free to contact the City’s Environmental Consultant, Trieu Le, via email at [trieu@munienvironmental.com](mailto:trieu@munienvironmental.com) or by phone at (562) 432-3700.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form 104 – Rev 10/12/22

Please remit via fax to: (866) 963-0137, or email: [info@munienvironmental.com](mailto:info@munienvironmental.com), or  
Mail to: City of Industry, P.O. Box 3366, City of Industry, California 91744-0366

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

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:

DEPARTMENT OF  
GENERALSERVICES,  
Division of the State  
Architect, CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.rehab.cahwnet.gov/](http://www.rehab.cahwnet.gov/)

[disabilityaccessinfo](http://disabilityaccessinfo)

DEPARTMENT OF  
GENERALSERVICES,  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)

[www.cdda.ca.gov/resources-menu/](http://www.cdda.ca.gov/resources-menu/)

### CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

#### **Disabled Access Credit for Eligible Small Businesses**

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### **Architectural and Transportation Barrier Removal Deduction**

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

#### **California Capital Access Financing Program**

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcfca/calcap/](http://www.treasurer.ca.gov/cpcfca/calcap/).

### FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.bsc.ca.gov](http://www.bsc.ca.gov).