



# City of Irwindale

5050 N. Irwindale Ave. • Irwindale, CA 91706  
Phone (626) 430-2252 • Fax (626) 962-0041

## BUSINESS LICENSE INFORMATION

- The City of Irwindale requires a business license to operate any type of business in the City. You may not operate your business until such time that all City requirements are met, business license fees are paid, and you have been issued a business license. **See reverse side for Business License Fee Schedule.**
- **NON-ENUMERATED BUSINESSES:** Any business not specifically enumerated in the Fee Schedule shall pay an annual license fee of \$323.00.
- Any business that proposes to occupy a building space within the boundaries of the City of Irwindale must apply and obtain a **Certificate of Occupancy** from the Building & Safety Department and approval from the Planning Department prior to the issuance of a City business license.
- All Business License Certificates must be displayed prominently on the premises of a business place open to the public.
- Once you have obtained a Business License Certificate, a courtesy renewal notice will automatically be mailed to you before your expiration date. You will have 30 days after your expiration date to renew. If you do not receive a renewal notice, please contact the Business License Department. Failure to receive a renewal notice does not relieve the business owner of the responsibility to renew the business registration.
- In order to maintain the validity of business licenses, all businesses will be required to install street address numbers on the building facade. Numbers shall be a minimum of 6 inches high and clearly visible and legible from the street or public right of way.
- Any and all signage must conform with the City of Irwindale sign ordinance. Sign applications may be obtained from the Planning Department. Proof of signage approval or waiver of signage by Planning is required by the Business License Department before a business license will be issued.
- A Business License Certificate is **not transferable**. The certificate is terminated when business ownership changes. Please advise the Business License Department when you relocate or terminate your business for any reason.
- All businesses are subject to payment of the Utility User's Tax, whether contracting for services with major local utility companies, or transferred in from outside utility companies.
- All businesses within the City of Irwindale may only contract with one of the following City franchise waste haulers for disposal service: American Reclamation (213) 245-0258; Athens (626) 336-6100; or Waste Management (626) 960-7551.
- You must check with the State Board of Equalization to see if you are required to have a Seller's Permit. No business license will be issued until a Seller's Permit number is provided to the City. Please call (800) 400-7115.
- Contact the Internal Revenue Service (IRS) for a Federal Employer Identification Number (FEIN) at (800) 829-1040.
- Contact the State Employment Development Department Division of Audits to obtain a State Employer Identification Number at (800) 300-5616.
- If you need to file a fictitious business name statement, call (562) 462-2177 or [www.co.la.ca.us/reqrec/main.htm](http://www.co.la.ca.us/reqrec/main.htm)
- If you will be serving food, contact the County Health Department at (626) 813-3360.
- If you will be serving alcohol, contact the State Department of Alcoholic Beverage Control at (626) 927-1060.

## OTHER PERMITS AND FEES REQUIRED

Other permits and fees may be required, depending on the type of business which you propose to operate, location of proposed business, and whether or not you plan alterations to the building or property.

ALL FEES ARE NON-REFUNDABLE

**To assure that you meet all requirements, please call (626) 430-2200 and request the department which best deals with your question.**

To confirm the zoning of the property where you plan to operate your business, and whether the use is allowed by right or requires a Conditional Use Permit (C.U.P.) in that zone:

**Contact the Planning Department, ext. 209**

To obtain information on parking requirements, setback requirements, land division, and sign permit applications:

**Contact the Planning Department, ext. 209**

To determine whether any building, grading, demolition, plumbing, mechanical, electrical, or occupancy inspections are required:

**Contact the Building Department, ext. 205**

To obtain information on sewer or storm drain systems, easements, street improvements, and curb cut permits:

**Contact Public Works, ext. 211**