



**CITY OF SAN GABRIEL**  
425 SOUTH MISSION DRIVE, SAN GABRIEL, CALIFORNIA 91776  
Tel: (626) 308 – 2812 ext. 4612  
www.sangabrielcity.com

### **BUSINESS LICENSE REQUIREMENTS**

Copies of the following documents **MUST** be submitted along with a **COMPLETED** Business License & Occupancy Permit Application and the appropriate fees.

- \_\_\_\_\_ 1. **BUSINESS LICENSE & OCCUPANCY PERMIT APPLICATION** – Fill out the provided application. Application must be approved by the Community Development Department.
- \_\_\_\_\_ 2. **FICTITIOUS BUSINESS NAME STATEMENT (DBA)** – Contact L.A. County Clerk, (562) 462-2177, 12400 Imperial Highway, Norwalk, 8:00 a.m. – 5:00 p.m., Monday-Friday. \$23 filing fee for each name filed. Exempt if business is a corporation and is using the corporate name or if business name is the complete personal name of applicant.
- \_\_\_\_\_ 3. **ARTICLES OF INCORPORATION & STATEMENT OF INFORMATION** – Required for companies claiming Corporate Status or **Limited Liability Co. Articles of Organization**.
- \_\_\_\_\_ 4. **RESALE / SELLERS PERMIT** – Required for all retail / wholesale businesses. Contact the State Board of Equalization at (626) 480 – 7200, 1521 W. Cameron Ave., Suite 300, West Covina, Ca 91790-2738. Call (800) 400 – 7115 for general information.
- \_\_\_\_\_ 5. **FEDERAL TAX I.D. NO.** – Required for all business with employees. Contact the Internal Revenue Service at (800) 829 – 1040.
- \_\_\_\_\_ 6. **HEALTH LICENSE** – Required for all food service or packed food sales businesses. Contact the Health Department at (626) 430-5200. The Health Dept. is located at 5050 Commerce Drive, Baldwin Park, CA 91706.
- \_\_\_\_\_ 7. **STATE LICENSE** – Required for all professionals, and certain other occupations: physicians, dentists, lawyers, CPAs, architects, acupuncturists, cosmetologists, etc.
- \_\_\_\_\_ 8. **WORKERS COMPENSATION INSURANCE** – Required for all businesses with employees. Contact State Compensation Insurance Fund at 877-405-4545 or your insurance company.
- \_\_\_\_\_ 9. **ESTABLISHMENT LICENSE** – Required for all salon owners. Contact the State Board of Cosmetology at (916-574-7574).

**Other documents may be required for other types of businesses.**

**THE COMPLETED BUSINESS LICENSE & OCCUPANCY PERMIT APPLICATION MUST BE SUBMITTED ALONG WITH ALL APPLICABLE DOCUMENTS.**

**WHEN ALL INSPECTIONS ARE COMPLETE, YOU WILL RECEIVE A BUSINESS LICENSE IN THE MAIL**