



Business License Application

DEPARTMENT OF COMMUNITY DEVELOPMENT
Building Neighborhood and Business Services Planning
Telephone (626) 932-5582

The Monrovia Municipal Code requires that all businesses pay a business tax. All businesses are required to comply with all City codes and must be approved by the Department of Community Development. It is the responsibility of the applicant to maintain an active business license by renewing each year.

Type of Application: <input type="checkbox"/> New Application <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Change of Address	(Office Use Only)
	License No: _____
Type of Business License: <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Contractor <input type="checkbox"/> Home Occupation <input type="checkbox"/> Auto for Hire <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Property Rental	Expiration Date: _____

Business Information	**See reverse for additional information regarding AB 2184 - Address subject to public disclosure	
	Business Name:	_____
	**Business Address:	_____ City, State, Zip: _____
	**Mailing Address:	_____ City, State, Zip: _____
	Business Phone:	_____ Email: _____
	Driver License #::	_____ Exp ___/___/___ State _____ Federal ID #: _____
	Type of Ownership:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation Seller Permit #: _____

Owners Information	Owner Name:	_____	Phone:	_____
	Home Address:	_____	SSN:	_____
	Second Owner Name:	_____	Phone:	_____
	Home Address:	_____	SSN:	_____
	Emergency Phone:	_____		

Owners Information	<u>Business Operations Statement:</u> Include products/services offered or produced as well as any parts of the business that are incidental to the primary use. (Use additional page if needed)		
	# of Employees:	Hours of Operation:	
	Current Use of Building:	Mon - Fri _____ Sat _____ Sun _____	
Vacant more than 180 Days? <input type="checkbox"/> Yes <input type="checkbox"/> No		Building modifications required? <input type="checkbox"/> Yes <input type="checkbox"/> No	New building signage? <input type="checkbox"/> Yes <input type="checkbox"/> No

Affidavit	I hereby certify under penalty of perjury that the information provided herein is to the best of my knowledge and belief, a true and complete statement. I understand that this application is not a license and that no business activity may commence until a business license is issued.	
	Signature _____	Date _____



Hazardous Materials Screening	<p>A Hazardous Materials Business Plan is required to be submitted to the California Environmental reporting System (CERS) at https://cers.calepa.ca.gov when any of the following are used, handled or stored:</p> <ul style="list-style-type: none"> • Hazardous Materials and/or waste in amounts equal to or greater than: <ul style="list-style-type: none"> ○ 55 gallons of a liquid ○ 500 pounds of a solid ○ 200 cubic feet of a compressed gas <p>* Additional Fire Code permits may be required. A Hazardous Materials permit will be issued by the Los Angeles County Fire Department after payment is received and processed.</p> <ul style="list-style-type: none"> • A Hazardous Materials Business Plan is NOT required for the following: <ul style="list-style-type: none"> ○ Hazardous materials contained solely in a consumer product for direct distribution to, and use by, the general public; ○ The transportation of hazardous materials accompanied by shipping papers in accordance with the provisions of Title 49, Code of Federal Regulations; ○ Infectious Waste generated by Health Care Facilities regulated under Title 22 of the California Code of Regulations
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	CHECK ONE OF THE FOLLOWING:
	<input type="checkbox"/> No hazardous materials are handled, stored or used in the business. <input type="checkbox"/> Chemicals are used in this business, but do not meet the requirements for reporting as detailed above. <input type="checkbox"/> Chemicals are used in this business and a Hazardous Materials Business Plan and permit are required. <i>Log in to https://cers.calepa.ca.gov and create a user name and password for your business.</i>

Fire Supplemental Information	<p>Is this a change from the previous business? Yes or No Does your facility have a sprinkler system? Yes or No</p> <p>Does your facility have a fire alarm system? Yes or No</p> <p>Does your facility have a Knox Box? If yes, the keys will need updating. <small>(This is a small metal box located out in front of the facility usually black in color. It has keys for Fire Department after hour emergency entry.)</small> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>How many square feet is the facility you intend to occupy? _____</p> <p>If the business is moving from another location (Monrovia or other city), list previous location. _____</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="text-align: center;">Contact Name</td> <td style="text-align: center;">Phone number</td> </tr> <tr> <td>If the fire department were to respond to your facility after hours, please list two emergency contacts to call for notification.</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>_____</td> <td>_____</td> </tr> </table>		Contact Name	Phone number	If the fire department were to respond to your facility after hours, please list two emergency contacts to call for notification.	_____	_____		_____	_____
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	_____	_____								

** AB 2184	<p>Effective, January 1, 2019, personal information collected for purposes of issuing a business licenses shall be confidential, shall not be available to the public for inspection, and shall not be disclosed except as required to administer the licensure program or comply with a judicial warrant, subpoena, or court order. "Personal information" means a California driver's license or ID number, an individual taxpayer ID number, a municipal ID number, a social security number, income and tax information.</p> <p><i>An applicant's residential address will remain confidential <u>only</u> if the applicant provides a different address where the individual consents to receive service of process. If such address is a post office box or private mailbox there must be written approval that the post office box or private mail box consents to receive service of process.</i></p>
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<p><u>If processing by mail please include the following:</u></p> <input type="checkbox"/> Completed Application Form <input type="checkbox"/> All applicable schedules <input type="checkbox"/> Check payable to City of Monrovia <input type="checkbox"/> Mail to the attention of Business Licensing, City of Monrovia, 415 South Ivv Avenue, Monrovia, CA 91016.
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Zoning (office use)	<p>Property Zoning: _____ Use Classification _____</p> <p>Entitlements: <input type="checkbox"/> Permitted <input type="checkbox"/> Conditional Use CUP# _____</p> <p style="padding-left: 100px;"> <input type="checkbox"/> Not Permitted <input type="checkbox"/> Late Night <input type="checkbox"/> Drive-Thru <input type="checkbox"/> Alcohol </p> <p>Planning Approval: _____</p>
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Business License Application: Supplemental NPDES/SB 205 Form

DEPARTMENT OF COMMUNITY DEVELOPMENT
Building Neighborhood and Business Services Planning

Completion and submission of this form is required with your business license application and/or renewal.

Senate Bill (SB) 205, signed by Gov. Newsom in 2019, required a person or entity who conducts a business operation that is a "regulated industry" to demonstrate enrollment with the NPDES permit program. By providing specified information on an initial or renewal City business license application, enrollment in the NPDES permit can be confirmed. The goal of the program is to address the health and safety of drinking water sources statewide.

SB 205 does not affect all businesses. Only those businesses with primary Standard Industrial Classification (SIC) codes that are identified by the State Water Board as requiring enrollment in the Industrial General Permit (IGP) are affected.

Part A Contact Information	Business Name:	_____
	Business Address:	_____
	Name and Title:	_____
	Mailing Address:	_____
	Email:	_____ Phone: _____

Part B Business Activity Information	Describe activities at the facility that the business is <i>primarily</i> engaged in:	
	State law requires the listing of Standard Industrial Classification (SIC) code(s) associated with primary industrial business activities. Common SIC Codes are listed on the back of this form. Not all SIC codes are listed. Go to OSHA's SIC website for the complete list of 4 digit SIC Code(s) at www.osha.gov/pls/imis/sic_manual.html	
	List the facility's primary SIC Code: _____	
	<i>If applicable</i> list other primary SIC Codes: _____ ; _____	
	Did you list any of the industrial SIC codes below? <input type="checkbox"/> Yes - Continue to <u>Part C NPDES Permit Information</u> <input type="checkbox"/> No - Continue to <u>Part D Declaration</u>	

Any SIC from	2011 to 4581	manufacturing, production or transportation
	5015 5093 5171	wholesale trade of used auto parts, scrap & waste or petroleum
	4911 4952 4953	electric services, sewerage services, or refuse systems
	0272	horse and other equine farms
Any SIC from	0251 to 0259	poultry and eggs production
Any SIC from	0211 to 0214	cattle, hogs, sheep, and goats livestock
	241	dairy farms
Any SIC from	1011 to 1499	mining

Part C NPDES Permit Information	If you selected "yes" in Part B above – The business facility needs coverage under the Statewide General NPDES Permit for Stormwater Discharge Associated with Industrial Activities (IGP)	
	If the industrial facility is covered under the IGP, list <u>one</u> of the following:	
	WDID #: _____	WDID Application # _____
	NONA ID#: _____	NEC ID#: _____
If the industrial facility is not yet covered under the IGP your business license will not be approved until your facility is covered under the IGP		
Information on receiving coverage under the IGP for industrial facilities		
IGP coverage is obtained with the State Water Board and is required before starting industrial operations. If industrial activities and materials are not exposed to stormwater, the facility may qualify for No-Exposure Certification (NEC). For information and enrollment instructions for the IGP and NEC:		
Call:	1-866-563-3107	
Visit online at:	www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml www.waterboards.ca.gov/water_issues/programs/stormwater/toolbox.shtml	

Part D Declaration	I hereby certify under penalty of perjury of law that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.	
	Signature _____	Date _____



Common SIC codes

The tables below list common SICs. They do not list all SICs. Go to OSHA's website for the complete list of 4 digit SICs: www.osha.gov/pls/imis/sic_manual.html

Common NON-Industrial SIC Codes			
Retail trade	5211 to 5999	Services	7011 to 8999
Lumber and other building materials dealers	5211	Power laundries	7211
Paint, glass, and wallpaper stores	5231	Coin-operated laundries and dry-cleaning	7215
Hardware stores	5251	Dry cleaners	7216
Retail nurseries, lawn and garden supply stores	5261	Beauty shops	7231
Variety stores (general merchandise)	5331	Barber shops	7241
Grocery stores	5411	Tax return preparation services	7291
Retail bakeries	5461	Miscellaneous services (massage, tanning, tattoo)	7299
Motor vehicle dealers (new and used)	5511	Photocopying and duplicating services	7334
Motor vehicle dealers (used only)	5521	Commercial photography	7335
Auto and home supply stores	5531	Pest control services	7342
Gasoline service stations	5541	Building cleaning and maintenance services	7349
Apparel (clothes, shoes, hats) stores	5561 to 5699	Heavy construction equipment rental and leasing	7353
Furniture stores	5712	Equipment rental and leasing	7359
Household appliance stores	5722	Truck rental and leasing, without drivers	7513
Eating places (restaurants)	5812	Car rental	7514
Wholesale trade (non-industrial)		Automotive body and paint shops	7532
Wholesale trade of motor vehicles, supplies, & new parts	5021, 5023	General automotive repair shops	7538
Wholesale trade of furniture	5031 to 5039	Car washes	7542
Wholesale trade of lumber and other construction materials	5043 to 5065	Welding repair	7692
Wholesale trade of professional and electrical equipment	5072 to 5078	Health services	8011 to 8099
Wholesale trade of hardware, plumbing, and heating equipment	5082 to 5088	Legal services	8111
Wholesale trade of machinery, equipment, and supplies	5131 to 5139	Child day care services	8351
Wholesale trade of apparel	5141 to 5149	Accounting, auditing, and bookkeeping services	8721
Wholesale trade of groceries	5012 to 5014	Finance, insurance, and real estate	6011 to 6799
Construction: Building and trade contractors	1521 to 1799	Insurance agents, brokers, and service	6411
Building construction contractors	1521 to 1542	Real estate: Operators of nonresidential buildings	6512
Special trade building contractors (plumbing, HVAC, etc.)	1711 to 1799	Real estate: Operators of apartment buildings	6513
		Real estate: Agents and managers	6531
Common Industrial SIC Codes			
Manufacturing	2011 to 3999	Manufacturing (continued)	2011 to 3999
Food and beverage manufacturing or processing	2011 to 2099	Transportation equipment manufacturing	3711 to 3799
Apparel (clothing) production and fabrication	2311 to 2399	Measuring, analyzing, and controlling instruments manufacturing	3812 to 3873
Lumber and wood products manufacturing	2411 to 2499	Miscellaneous manufacturing, not elsewhere classified	3999
Furniture manufacturing	2511 to 2599	Transportation (industrial), electric, and sanitary	4011 to 4581, 4911/52/53
Paper and allied products manufacturing	2611 to 2679	Railway transportation	4011, 4013
Printing, publishing, and allied industries	2711 to 2796	Local and suburban transit	4111 to 4173
Commercial printing, lithographic	2752	Motor freight transportation and warehousing	4212 to 4231
Chemicals and allied products	2812 to 2899	General warehousing and storage	4225
Petroleum refining	2911 to 2999	Water transportation	4412 to 4499
Rubber and plastic product manufacturing	3011 to 3089	Air transportation	4512 to 4581
Plastic molding	3089	Electric services	4911
Stone, clay, glass, and concrete manufacturing	3211 to 3299	Sewerage systems	4952
Basic metal product manufacturing	3312 to 3399	Refuse systems (refuse collection and disposal)	4953
Fabricated metal products, except machinery and transport	3411 to 3499	Wholesale trade (industrial)	
Fabricated structural metal manufacturing	3441	Wholesale trade of used motor vehicle parts	5015
Sheet metal work	3444	Wholesale trade of scrap and waste materials	5093
Machinery and equipment manufacturing	3511 to 3599	Wholesale trade of petroleum: bulk stations and terminals	5171
Machine shops	3599		
Electronic and electrical equipment manufacturing	3612 to 3699		