

## WELCOME TO THE CITY OF LAGUNA BEACH

### GENERAL INFORMATION

All businesses operating in the City of Laguna Beach are required to obtain a Business License Tax Certificate with the City. This includes home-based businesses. The purpose of the Business Tax is to raise revenue for the City's General Fund, which provides Police and Fire protection, street maintenance, parks, and other city services while ensuring that all businesses operate in compliance with the Municipal Code. *If you are a non-profit business and provide letters of tax exemption, you are exempt from paying the Business License tax fee. However, you are still subject to the Zoning and filing fees.*

This brochure will walk you through the process of obtaining a City Business License.

### STEP ONE OBTAIN A FEDERAL TAX ID NUMBER

All businesses applying for a City Business License with the City of Laguna Beach, including Partnerships, may wish to obtain a Federal Tax ID Number. Obtaining this identification number is quite simple and can be completed over the phone by calling the Internal Revenue Service at 1-800-829-1040.

### STEP TWO OBTAIN A D.B.A. OR FICTITIOUS BUSINESS NAME STATEMENT

If you will be using a business name other than your own first and last name, you will need to obtain a D.B.A. or Fictitious Business Name Statement from the Orange County Clerk in Santa Ana. The Clerk can be reached by phone at (714) 834-2500 and is located at Laguna Hills Civic Center, 24031 El Toro Rd #150 Laguna Hills, CA 92653.

Before you file the DBA, you will need to ensure that the name you have chosen has not already been taken. It is your responsibility to ensure the name is available, as the County will process any name you give them. Therefore, to ensure that your name is available, you will need to have a name search done. This can be done in several ways: 1) You can go to the Orange County Clerk's Office and search through the records yourself; 2) You can have the County do the name search for an additional \$6.00; or 3) You can have a local newspaper do it for you. **Some newspapers will do the name search, help you fill out the form, file your DBA, and publish it for a package price. The Laguna Beach Coast Line Pilot is the most local paper to offer this service and can be reached at (888) 881-6181.**

Within 30 days of filing for your DBA, you must publish it in a legally adjudicated newspaper. As long as the paper is in the County and is legally adjudicated, it doesn't matter which one you use. There are over 30 newspapers that are legally qualified to do this for you in Orange County.

### STEP THREE OBTAIN THE APPROPRIATE STATE PERMIT FOR YOUR BUSINESS

If your new business is *retail, wholesale, temporary sales, or leases merchandise*, you will need to obtain a **California Seller's Permit** from the California State Board of Equalization. The Board can be reached locally by phone at (949) 440-3473 and is located at 16715 Von Karman Avenue, Suite 200, Irvine, California 92606-4918. [www.boe.ca.gov](http://www.boe.ca.gov)

If you are or plan to become a *real estate agent*, conducting business within the City of Laguna Beach, you are required to obtain a City business license and you must obtain a Real Estate License from the California Department of Real Estate. The department can be reached at (877)373-4542 and is located at 2201 Broadway, Sacramento, California 95818-2500.

If you are or plan to become a *general or sub contractor*, doing business in the City of Laguna

Beach, you are required to obtain a City business license and obtain a **State Contractor's License** from the State Contractor's Bureau. You can contact Contractor's Bureau by phone at (916) 255-3900 and is located at 9821 Business Park Drive, Sacramento, California 95827. These license numbers are required on the City Business License Application.

### STEP FOUR FILE A BUSINESS LICENSE APPLICATION AT CITY HALL

After all of the previous applicable steps have been completed, you may visit the Cashier Counter at Laguna Beach City Hall, 505 Forest Avenue, and file an **Application for a Business License Certificate**. Along with the Business License application you will need to complete a number of other forms based on the location and nature of your business.

If you will be operating your business from your home, you will need to complete a **Certificate of Use Home Occupation Form** with your B/L Application. Businesses in commercial locations are required to have zoning approval. This can be accomplished by having a Planner sign the business license application. A Planner is available in Community Development **Monday – Friday 8 A.M. to 5:00 P.M.** **an appointment is necessary.**

### Fee Schedule

Upon submitting an Application for a Business License, you will also be required to submit a fee to the City based on your *Estimated Gross Receipts* and type of business that you own. Some businesses, however, are covered by a flat rate. The fee schedule for all businesses appears below.

**Variable Fees**

<b>Business Type</b>	<b>Fee</b>
Retail, Wholesale, Manufacturing, Fabrication, processing, Artists, Craftsmen, and Lawn & Garden	\$0.44 per \$1000 to a maximum of \$1650.00
Personal Services, Recreation & Entertainment, and Renting of Personal Property & Accommodations	\$0.88 per \$1000 to a maximum of \$1650.00
Practice of Professions	\$1.10 per \$1000 to a maximum of \$1650.00

**Flat Fees**

<b>Business Type</b>	<b>Fee</b>
Ambulance	\$186/year
Real estate, Insurance, Commodity, and Stock Brokers	\$186/year
Real Estate Sales Persons	\$88/year
General Contractor	\$220/year
Sub Contractor	\$180/year
Fortune Teller	\$844/year
Retail Pickup & Delivery	\$151/year for 1 <sup>st</sup> vehicle + \$44/year for each additional vehicle
Wholesale Pickup and Delivery	\$95/year for 1 <sup>st</sup> vehicle
Wholesale Pickup and Delivery (Cont)	+44/year for each additional vehicle
Pool Tables	\$186/year for 1 <sup>st</sup> table + \$56.00/year for 2 <sup>nd</sup> table + \$14/year for each additional table
Taxi and Passenger Vehicles (O.C.T.A.P. Taxi permit Required)	\$142/year

**Additional Fees**

Home Occupation Fee (Home based business)	\$104
Use and Occupancy Fee (Commercial business)	\$360
License Filing/Change Fee	\$5
Business License Base Fee	\$60
SB 1186 State Mandated Fee	\$1

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](http://www.dgs.ca.gov/dsa/Home.aspx).
- The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

**Receiving Your Business License Tax Certificate**

Once we receive your Business License Application, you will immediately receive a temporary Business License Tax Certificate. You will receive your permanent license by mail within 4 - 6 weeks.

**CONTACTING THE BUSINESS LICENSE DIVISION**

If you have any questions regarding our business license requirements, please contact the Business License Department, Monday thru Friday, from 8:00 a.m. to 5:00 p.m., at (949) 497-0733. You may also contact us by mail or just stop by the Cashier Counter in the Administrative Services Department in City Hall located at:

City of Laguna Beach  
505 Forest Avenue  
Laguna Beach, California 92651-2394



# *How to Obtain a Business License In the City of Laguna Beach*

## *2016*