

HOW TO ESTABLISH A BUSINESS IN TEMPLE CITY

The City of Temple City and the Temple City Chamber of Commerce welcome your interest in establishing a business in the City. We encourage you to take advantage of our assistance and services as we are genuinely concerned with the welfare of the business community.

To help you complete some of the necessary requirements for the establishment of your business, we have compiled the following suggestions and a checklist of procedures:

1. Establish a close relationship with a bank or lending institution.
2. Review all legal questions about your business with an attorney.
3. Obtain full details about the property where you plan to locate. Know the exact location and address, name of property owner and details on acquisition, if applicable.

SPECIALIZED REQUIREMENTS:

Many businesses have requirements that are unique to their particular business activities. Agencies that are involved in regulations of these business activities should be contacted in the process of establishing a business.

1. Los Angeles County Sheriff's Department – 8838 Las Tunas Drive - (626) 285-7171
Check with the Department if you have any need for law enforcement information relating to business operation.
2. State Board of Equalization – 1521 W. Cameron, #300, West Covina - (626) 480-7200
Check with the Board to determine if your business requires a resale permit or to obtain a Resale Tax I.D. number and/or seller's permit.
3. L.A. County Fire Prevention – 5823 Rickenbacker Rd, Commerce - (323) 890-4132
Check with County Fire Prevention regarding occupancy, storage of flammable materials, adequate ventilation, etc.
4. Los Angeles County Recorder's Office – 12400 Imperial Hwy, Norwalk - (562) 462-2060 www.lavote.net
Check with Recorder's Office to establish a fictitious business name. A fictitious business name is a name used for your business other than your own personal name. It is State law that you file a Fictitious Name Statement with the Recorder's Office and place an ad in a local newspaper.
5. Health Department – 612 Shorb Street , Alhambra – (626) 308-5357
Check to see if the business needs a health permit.

CITY HALL – 9701 Las Tunas Drive, Temple City – (626) 285-2171

1. Planning and Zoning Department
To establish a business in Temple City you must first see the Planning Department to obtain Zoning approval for the type of business you plan to operate. After obtaining initial approval, you will then fill out a business license application. A floor plan of your business and a letter describing your business activities is also needed.
2. Community Development Department
The annual business license fee is \$75.00 for a commercial location business. However, this fee may vary depending on the type of business you are operating. There are also other fees that may apply to your business. The License/Permitting Specialist will explain the fees to you at the time of your application. The license expires December 31 of each year.

Once you have submitted your completed application and paid the business license fee, you will schedule an inspection with the Building and Planning Departments. Building inspections are scheduled daily, Planning inspections are scheduled for Tuesdays and Thursdays between the hours of 9 a.m. and 12 p.m.

It takes approximately 10-15 working days to receive your business license depending on the completeness of your application and the approval of inspections from the Building and Planning Departments. The purpose of these inspections is to make sure that you are in compliance with the City's Municipal and Zoning Code requirements.

NOTE: Your business license will be mailed to you after completion of any special investigations which may be required. The License Department will verify with the appropriate agencies such as Los Angeles County Sheriff's Department regarding police matters; Los Angeles County Fire and County Building Departments for other matters as occupancy, storage of materials and ventilation and Health Department for health permits.

3. Building and Safety Department

If new construction is to be done, such as tenant improvements and/or remodeling, building permits will be required as well as commercial plan check. Such improvements include new signage, air conditioning, partition walls, new storefront, additional square footage, etc.

See Planning and Building Departments prior to beginning any construction.

CHAMBER OF COMMERCE – 9050 LAS TUNAS DRIVE – (626) 286-3101

Contact the Chamber of Commerce for further information and suggestions for establishing your business.

ADDITIONAL APPLICANT INQUIRIES

1. Social Security Administration – 104 N. Mentor Avenue, Pasadena – (800) 772-1213
2. Dept. of Human Resources and Development – State Disability and Employment Insurance – (800) 480-3287
3. Transportation of goods – Goods picked up and delivered in most cities require business licenses and vehicle tags. Check with other cities involved.
4. Workmen's Compensation Insurance – May be procured through private insurance firms.

BUSINESS LICENSE FEE SCHEDULE

All licenses are issued for a calendar year, January thru December, and are prorated at each quarter. Municipal Code Section 6402 et al.

1. Business by Vehicle

Flat Fee	\$ 75.00
Per Vehicle	\$ 8.25
Per Owner/Driver (not prorated)	\$ 25.00

2. Home Occupations

Flat Fee	\$ 64.00
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3. Manufacturers, Professionals, Retailers, Services, Wholesalers

Flat Fee	\$ 75.00
Per Employee	\$ 8.25
Occupancy Permit Fee (not prorated)	\$ 25.00 (one time fee)
Coin-operated machines (per machine)	
Amusement, mechanical ride for children	\$ 27.00
Other amusement machines	\$ 27.00
Music machines	\$ 27.00
Other vending Machines	\$ 21.00
Games of Skill and Science machines	Annual Permit of \$49, plus \$27 per machine

4. Auto Repair Shop

Flat Fee	\$110.00
Occupancy Permit Fee (not prorated)	\$ 25.00 (one time fee)

5. Private Schools/Tutoring Institutions

Flat Fee	\$183.00
Occupancy Permit Fee (not prorated)	\$ 25.00 (one time fee)