

WELCOME TO THE CITY OF LAGUNA BEACH

GENERAL INFORMATION

All businesses conducting business in the City of Laguna Beach are required to obtain a Business License Tax Certificate with the City, whether or not the business has a physical presence within 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 or Veteran-owned 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. An (EIN) Federal Tax ID Number application can be obtained and completed online at www.irs.gov.

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. The Clerk can be reached by phone at (714) 834-2500 and is located at Laguna Hills Civic Center 24031 El Toro Road, Suite 150 & 160 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 a fee 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. Orange County Register / Laguna News Post
1920 Main St. Suite 225, Irvine, CA. 92614
cgonzales@scng.com 714-796-7983

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. www.cdtfa.ca.gov. The Board can be reached by phone at 1-800-400-7115.

If you are 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. www.dre.ca.gov. 877-373-4542

If you are or plan to become a *general (A or B) or sub contractor (C or D)*, 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 the Contractor's Bureau by phone (800) 321-CSLB 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 Tax 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 for Home Occupation Form** with your B/L Application. Any businesses located in the City are required to have zoning/planning approval. This can be accomplished by having a Planner sign the business license application. A Planner is available in Community Development **Monday–Thursday and alternating Fridays 7:30 A.M. to 3:00 P.M. No 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 the type of business that you own. Some businesses, however, are covered by a flat rate.

Variable Fees

Business Type	Fee
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

Business Type	Fee
Ambulance	\$226/year
Real estate, Insurance, Commodity, and Stock Brokers	\$226/year
Real Estate Sales Persons	\$108/year
General Contractor	\$267/year
Sub Contractor	\$218/year
Fortune Teller	\$1028/year
Retail Pickup & Delivery	\$184/year for 1 st vehicle + \$51/year for each additional vehicle
Wholesale Pickup and Delivery	\$114/year for 1 st vehicle +\$51/year for each additional vehicle
Taxi and Passenger Vehicles	\$173/year
SB 1186 State Mandated Fee	\$4
BL Processing/Base Fee	\$60 + \$20

In TOWN - Additional 1 x Fees

Home Occupation Fee (Home based business)	\$180
Use and Occupancy Fee (Commercial business)	\$414

Change of Address or Ownership	\$98
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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.
- The Department of Rehabilitation at www.dor.ca.gov.
- The California Commission on Disability Access at www.dgs.ca.gov/ccda.

Receiving Your Business License Tax Certificate

Once we receive your Business License Application, and it has been approved you will be issued a Business License number. The Business License Certificate will be mailed out in 3-4 weeks.

CONTACTING THE BUSINESS LICENSE DIVISION

If you have any questions regarding our business license requirements, please contact the Business License Department, Monday thru Thursday and alternating Fridays, from 8:00 a.m. to 4:00 p.m., at (949) 497-0733. You may also contact us by mail or email businesslicenses@Lagunabeachcity.net. The Cashier Counter at City Hall is open from 7:30 am - 4 pm 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

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