



INSTRUCTIONS

DEAR BUSINESS OWNER:

We welcome you and want you to know that we appreciate your decision to become a part of our business community. The attached application package contains forms you will need to complete to apply for your Business License. Please hand deliver the completed forms to the Finance & Administrative Services Department to receive your license:

1. **BUSINESS LICENSE APPLICATION FORM** – This form must be reviewed and approved by the **Planning Department**. The Planning Department counter is located at the City Hall and staff is available **7:30 am – 11:30 am & 2:00 pm – 4:30 pm**, Monday – Friday (closed alternate Fridays.)

Please Note: The Business Operations Tax Certificate, also referred to as a Business License, is issued on an annual basis, beginning July 1st, and **expiring June 30th** of each year. New operations commenced after July 1st will be prorated for the balance of the license period **on a quarterly basis**.

2. **STATEMENT OF INTENDED USE (SIU) FORM** – New businesses, relocating businesses, or businesses with an ownership change must complete this form. The Department of Fire-Rescue (Fire-Rescue) will conduct a new business/new location inspection after the business license is issued. Please complete this form using an ink pen. All questions must be answered.
 - a. If you answered “NO” to all the questions on the SIU form, no further Departmental approvals are required.
 - b. If you answered “YES” to any question on the form, please take the SIU form to **Fire-Rescue Headquarters** counter, located at 11300 Greenstone Avenue, for review and approval by the Environmental and the Fire Prevention Divisions. Counter hours are **7:30 a.m. to 10:00 a.m.**, Tuesday through Friday.
 - c. If you have answered “YES” to any **questions numbered 6–12**, (shaded area of the SIU form), please also take this form to the **Building Department** counter at City Hall, **after visiting the Fire-Rescue Headquarters**. This is for them to determine the occupancy group (use) classification of the business location according to the Building Code.

Building Department counter hours are **8:00 a.m. to 11:00 a.m.** Monday – Friday (closed alternate Fridays.) *An appointment with the Plancheck Engineer is recommended (562-868-0511 x7560).*

Please Note: *Should the Building Department determine that the proposed use of the building (business location) is to be different from one of the original permitted uses for the building, then additional permitting will be required for this proposed use prior to the occupancy of the building. This is to ensure that the building is properly equipped and is in compliance with the Building Codes requirements for housing this new use. Common examples of such a “change of occupancy” include a change of use to woodworking shops, cabinet/furniture manufacturing establishments, auto body/auto repair shops and etc.*

- 3. EMERGENCY CONTACT/NOTIFICATION INFORMATION** – In an effort to update business emergency information, please complete the Emergency Contact/Notification Information form. This form is retained at the **Police Services Center** for reference. Copies of the form will be sent to Fire-Rescue Headquarters and the Whittier Police Department for entry into their computer dispatch system.

After all forms are completed and approved by the applicable Departments, please hand-deliver them to the Finance & Administrative Services Department (Cashier’s Counter) at City Hall to receive your Business License.

The Cashier’s Counter hours are **7:30 a.m. to 5:30 p.m.** Monday – Friday (closed alternate Fridays.) All forms of payments are accepted.

Should you have any questions or concerns regarding this process, please call Cecilia A. Martinez at (562) 409-7527.