



**Licensing & Cashiering**  
**310-349-2935 office**  
**310-978-9858 fax**

### **Business Tax Certificate / Permit Requirements: In-City Residential Locations**

Below is a list of requirements. Additional fees/applications/supplemental documents may be required for specific business types, per Hawthorne Municipal Codes.

**Note:** Failure to provide requested information and/or supplemental documents will result in non-issuance of permit and is a violation of Hawthorne Municipal Code 5.06.020. Please contact the office directly for verification of required supplemental documents.

### **Type of Organization**

#### **Sole Proprietor (“single ownership”)**

- Completed Application for Business Tax Certificate/Permit (all fields on application must be completed)
  - Business start date, business name (owner’s name or DBA), business phone number, emergency contact number (telephone numbers may not be one in the same), business mailing address, “type of business” (description of business’ services)
  - “Applicant” = Owner only and must provide home address, personal direct contact number, birth date, DMV issued driver’s license or identification number, and social security number
  - Estimated gross receipts (contact office for instructions)
  - Signature and date
- Completed Home Occupation Questionnaire (Must be signed by “applicant” listed on the Application. All fields/questions are required to be completed)

#### **Partnership (two or more owners/partners)**

- Completed Application for Business Tax Certificate/Permit (Must provide information for all owners/partners. All fields on application must be completed)
  - Business start date, business name, business phone number, emergency contact number (telephone numbers may not be one in the same), business mailing address, “type of business” (description of business’ services)
  - All partners must be listed on the application and provide name, home address, personal direct contact number, birth date, DMV issued driver’s license or identification number, and social security number
  - Estimated gross receipts (contact office for instructions)
  - Signature and date
- Completed Home Occupation Questionnaire (Must be signed by “applicant” listed on the Application. All fields/questions are required to be completed)

#### **Limited Liability Partnership / Company**

- Completed Application for Business Tax Certificate/Permit (Must provide information for all owners/partners/officers/members. All fields on application are required)
  - Business start date, business/entity name, business phone number, emergency contact number (telephone numbers may not be one in the same), business mailing address, “type of business” (description of business’ services)
  - “Applicant” = a partner/officer registered with Secretary of State. Must provide home address, personal direct contact number, birth date, DMV issued driver’s license or identification number, and social security number or identification number.

- All owners/partners/officers/members must provide home address, personal direct contact number, birth date, DMV issued driver's license or identification number, and social security number
- Estimated gross receipts (contact office for instructions)
- Signature and date
- Completed Home Occupation Questionnaire (Must be signed by "applicant" listed on the Application. All fields/questions are required to be completed)
- Articles of Limited Liability Partnership filed & endorsed by the Secretary of State
- "Statement of Information" filed & endorsed by the Secretary of State (official list of partners / officers / members)

### **Corporation**

- Completed Application for Business Tax Certificate/Permit (Must provide information for all owners/partners/officers. All fields on application are required)
  - Officers must provide address, direct personal contact number, DMV issued driver's license or identification number, and social security number or Federal Employer I.D. number in lieu of a valid social security number
  - Business start date, business/entity name, business phone number, emergency contact number (numbers may not be one in the same), business mailing address, "type of business" (description of business' services)
  - "Applicant/owner/officer" = a corporate officer of company, registered with Secretary of State. Must provide address, direct office contact number, birth date, DMV issued driver's license or identification number, and social security number or in lieu of social the Federal Employer Identification number may be provided.
  - Estimated gross receipts (contact office for instructions)
  - Signature and date
- Completed Home Occupation Questionnaire (Must be signed by "applicant" listed on the Application. All fields/questions are required to be completed)
- Articles of Incorporation filed/endorsed by the Secretary of State
- "Statement of Information" filed/endorsed by the Secretary of State (official list of corporate officers / members)

### **Additional required documents (if applicable)**

- Fictitious Name / D.B.A. ("**Doing Business As**")
- Seller's permit
- Tobacco seller's permit
- Alcoholic Beverage Control permit (a.k.a. ABC Permit)
- Health Permit and/or food handlers card
- Proof of Livescan/Fingerprints
  - Applicable for Ice Cream Trucks and personal driving company/driver
- Mobile Businesses - including but not limited to gardeners, gourmet food trucks, delivery trucks, ice cream trucks, ambulance services, tow truck services, taxi services
  - Current Vehicle Registration
  - Current Vehicle Insurance
  - Vehicle rental contract/agreement (if business owner is not the registered vehicle owner)
  - Please contact office directly for verification of additional requirements for specific business services
- Surety Bond
  - Applies to all businesses operating as a used auto sales dealer/office (for retail/wholesale/auction), but is not limited to them (contact office for additional information).
  - Must be for \$2,500.00 and for the City of Hawthorne (separate from DMV's requirement)
- State Licensed Contractors
  - A Valid Contractor's State License

- Obtained through Contractor's State License Board ([www.cslb.ca.gov](http://www.cslb.ca.gov))
  - If an agent or representative is applying for license/permits on behalf of business/owner, s/he must have a letter of authorization signed by owner/corporate officer allowing that individual to apply for a business license and/or permits on behalf of the company (must be dated for current calendar year and does not need to be notarized)
- Security Guard Company/Services
  - Excel spreadsheet listing all employed guards, with full legal name, date of birth, Driver's License/ID number (below credentials must be in same order as spreadsheet/list)
  - Copy of state license
  - Copy of ID of all employed guards
  - Copy of guard cards for all employed guards
  - Copy of card to bare firearms
- Non-Profit organizations/businesses
  - Proof of Non-Profit status (copy of 501c3)
  - latest financial statement (last year's tax filing or last month's bank statement)
- Proof of State License for specialty
  - Daycare provider
  - Massage Therapy
  - Security Company
- Recycling/Hauling Services
  - Please contact Licensing for requirements/ instructions

#### Application Process

- I. Submit application to Licensing & Cashiering for review & calculations
  - Minimum Fees for in-city home based business: \$56.00 Application processing fee, \$200.00 residential (home based) location fee, \$4.00 annual State mandated fee (SB1186), and annual pre-paid business tax (This fee varies depending on type of business. Please contact office for calculations.)
- II. Approval must be obtained by Planning & Zoning prior to issuance of permit.
  - Please contact Planning & Zoning for verbal authorization and any special restrictions. Contact number is 310-349-2970.
- III. All business license tax certificates / permits **expire on December 31st**, annually. Renewals are due no later than **January 31<sup>st</sup>** or penalties and fines apply.
- IV. Licensing must be notified immediately if of the following occur; business moves locations, change of address, change of ownership/change in entity, or ceases. Additional requirements/filings may apply.
- V. Additional / separate requirements/applications/permits are required for specific types of businesses, such licensing as sidewalk vendors, solicitors, charitable solicitation, distribution of handbills, and special events. Please contact the office directly for additional information/instructions.