



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

Business Tax Certificate / Permit Requirements: In-City Property Owners/Landlords

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

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

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

- 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
- 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)

- Copy of signed bill of sale or closing Escrow for property
- Tenant list for commercial property only (Form available on City of Hawthorne website)
- Fictitious Name / D.B.A. (“**Doing Business As**”)
- Declaration of Trust
- 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)

Application Process

- I. Submit application to Licensing & Cashiering for review & calculations
 - Minimum Fees for in-city commercial property: \$56.00 Application processing fee, \$4.00 annual State mandated fee (SB1186), and annual pre-paid business tax (Please contact office for calculations.)
- II. All business license tax certificates / permits **expire on December 31st**, annually. Renewals are due no later than **January 31st** or penalties and fines apply.
- III. Licensing must be notified immediately if of the following occur; change of ownership/change in entity or merger. Additional requirements/filings may apply.
- IV. Additional / separate requirements/business license(s) are required to be obtained by all tenants/occupants within building/property.