



CITY OF WEST COVINA

1444 W. Garvey Ave. • P. O. Box 1440 • West Covina, CA 91793
Attn: Bus. License Dept. • (626) 939-8447 • Fax (626) 939-8664
www.westcovina.org

Effective 07-01-08

BUSINESS LICENSE APPLICATION

Please Check all that apply

NEW APPLICATION

CHANGE OF OWNER

CHANGE OF ADDRESS

CHANGE OF BUSINESS NAME

HOME OCCUPATION

• OFFICIAL USE ONLY •

LICENSE NO. _____

EXPIRATION DATE _____

DATE PAID _____

CHECK NO. _____ Cash

CREDIT CARD: Visa MC Discover

BATCH NO. _____

License Reviewed & Approved

Planning Dept. _____

Other _____

Business Name (DBA) _____

Business Location (Not P. O. Box) _____

City _____ State _____ Zip _____

Bus. Phone () _____ Bus. Fax () _____

Mailing Address (If Different) _____

City _____ State _____ Zip _____

E-Mail Address: _____ Website: _____

Start Date in West Covina: _____ Description of Business: _____

Ownership: Corp. LLC Partnership Sole Proprietorship Trust LLP

If Corporation, Name: _____

Federal I.D. No. _____ State I.D. No. _____

Resale Tax Permit No. (if applicable): _____

Enter below names of Owners, Partners, or Corporate Officers or Principals - Use additional sheets as necessary. Please note, the first two names listed will appear on the business license certificate.

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell Phone () _____

City _____ State _____ Zip _____

Soc. Sec. No. _____ Driver's License No. _____

Owner Name _____ Title _____

Home Address _____

City _____ State _____ Zip _____ Phone () _____

Soc. Sec. No. _____ Driver's License No. _____ Cell Phone () _____

For businesses located in a Commercial location ONLY

Do you own this property? Yes No (If No, Name of Property Owner) _____ Sublease? Yes No

Name _____ Title _____ Phone () _____

Address _____ Floor Area Sq. Ft. _____

Vending/Video Machines (If Applicable)

No. of Machines _____ Type of Machine _____

Please note: The law requires that you obtain a business license within 15 days of the commencement of business in the City and that penalties of 10% per month be assessed thereafter. Add penalty payment to total amount due if this applies to your business.

Section 14-43: Penalties for Failure to Secure a license. (a) The penalty for the failure to secure a license as required by this article shall be as follows: Whenever the fee required by this article is not paid on or before the date due or within thirty (30) days thereafter, a penalty of ten (10) percent of the amount due shall be imposed, and an additional penalty of ten (10) percent of the original fee shall be added at the close of business of the last day of each calendar month thereafter. Each penalty shall become part of the license fee required by this article. However, in no case shall the total penalty exceed one hundred (100) percent of the original fee. (b) In the case of a newly established business at a fixed place for which a license is prescribed, no penalty shall be imposed if the fee shall be paid within fifteen (15) days after the commencement of operation. Otherwise penalty shall be imposed as in the case of any other business. (Code 1960, 6214)

I declare, under penalty of perjury, that the information in this application is true and correct to the best of my knowledge.

Signature: _____

Date: _____ Title: _____

PLEASE RETURN ENTIRE APPLICATION FORM TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO THE CITY OF WEST COVINA

PLEASE CALCULATE AMOUNT DUE BY USING FEE SUMMARY. ENTER INFORMATION IN BOXES BELOW AND SIGN.

Pro Rate Yes _____% No

Base Fee \$ _____

Units \$ _____

Sub-Total \$ _____

Penalties _____% \$ _____

Total Bus Lic Fees \$ _____

Prorated Amount \$ _____

Processing Fee \$ 40.00

TOTAL DUE \$ _____

Thank you for doing business in the City of West Covina



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BUSINESS LICENSE FEE SUMMARY

New and Changed Business License Applications (Processing Fee \$40.00)

AMUSEMENT SHOWS (100) \$11.00 per ride	NON-PROFIT ORGANIZATIONS (EXEMPT) (005) No fee if the organization provides a copy of their exempt status from either the Franchise Tax Board or the I.R.S., plus a copy of their Articles of Incorporation
BANKRUPTCY, LIQUIDATION & LIKE SALES (053) Schedule A: \$57.00 - 30 Day Sale Schedule B: \$114.50 - 60 Day Sale Schedule C: \$153.75 - 90 Day Sale	PEDDLERS AND SOLICITORS* Fiscal Year Licenses (July - June) Schedule A: \$22.50 per person, per day (042) Schedule B: \$229.50 per person per year (048) Schedule C: \$307.25 per company per year
BILLIARD PARLORS (027) \$76.25 plus \$11.00 per table per year	PROFESSIONALS (009) Schedule A: \$76.25 each Professional plus \$15.50 for each employee, add \$76.25 if incorporated Schedule B: \$6.75 per day
BOWLING ALLEYS (028) \$76.25 plus \$11.00 per lane per year	PROFESSIONAL SERVICE (010) \$76.25 One Working Owner/Manager plus \$15.50 for each employee
CARNIVALS AND CIRCUSES (057) \$384.50 for the first day \$191.75 for each additional day	PUBLIC, CABARET DANCE PERMIT Schedule A: \$384.50 per year (022) Schedule B: Dancing on a daily basis \$57.00 per day (023)
COIN OPERATED WASHERS & DRYERS (033) (Installed & Maintained by Property Owner) \$1.50 for each machine	RESIDENTIAL RENTALS, APARTMENTS, HOTELS, MOTELS, ETC. (001)* \$76.25 for the first two units, beds or spaces \$15.50 each additional unit/bed/space Fiscal Year Licenses (July - June)
COIN OPERATED WASHERS & DRYERS (034) (Owned by someone other than Property Owner) \$34.25 for first \$2,000 gross receipts plus \$4.00 for each additional \$1,000	RETAIL DELIVERY TRUCKS (076) Schedule A: \$46.00 per vehicle Schedule B: \$383.50 per company
1. FOOD VENDORS (080) 2. LAUNDRY, DRYCLEANING OR UNIFORM SERVICE ROUTES (083) 3. ROUTE SALES OR RENTALS (086) \$76.25 per each established route	RETAIL (016) Schedule A: \$76.25 One Working Owner/Manager plus \$15.50 for each employee Schedule B: \$6.75 per day
GARDENERS (101) \$46.00 per vehicle per year	SERVICE VEHICLES (093) Schedule A: \$46.00 per vehicle Schedule B: \$766.75 per company
GYMS AND FIGURE SALONS (026) \$136.75 per year	SHOE SHINE STANDS (099) \$15.50 if not located inside another business
HOUSE MOVERS (064) Schedule A: \$57.00 per day Schedule B: \$229.50 per year	SKATING & ROLLER RINK (024) \$153.75 License Fee
JUNK DEALERS (051) Schedule A: \$22.50 per day Schedule B: \$384.50 per year	SMALL COLLECTION FACILITIES - REVERSE VENDING MACHINES (106) \$13.50 per machine
LAUNDROMATS (032) \$61.25 plus \$1.50 for each machine over 30 in number	THEATERS AND MOVIES (025) \$.22 each seat for the first 500 seats, plus \$.09 for each additional seat over 500
MAIL ORDER, TELEPHONE SERVICE (029)* \$76.25 per year Fiscal Year Licenses (July - June)	TRANSFER FEE \$6.50
MANUFACTURERS (006) \$76.25 One Working Owner/Manager plus \$15.50 for each employee	VEHICLE FOR HIRE (065) Schedule A: \$46.00 per vehicle Schedule B: \$383.50 per company per year
MICROWAVE PAY TELEVISION SYSTEMS (021) 1/2 of 1% of total gross receipts (Minimum of \$100.00)	VIDEO GAMES (104) Schedule A: \$672.50 for the first \$50,000 gross revenues or fraction thereof Plus 1% of gross revenues in excess of \$50,000 Schedule B: \$34.25 per machine where video machines are incidental to other uses or as an option of fee Schedule A
MISCELLANEOUS BUSINESSES (107) \$67.00 for the first \$5,000.00 in gross receipts - \$10.00 per each additional \$1,000.00 or fraction thereafter	WHOLESALE DELIVERY TRUCKS (072) Schedule A: \$38.00 per vehicle Schedule B: \$307.50 per company

Please calculate your license fee on worksheet on reverse side and enter totals on business license application.