



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

Please Check All That Apply

- NEW APPLICATION
- HOME OCCUPATION
- CHANGE OF OWNER
- CHANGE OF ADDRESS
- CHANGE OF BUSINESS NAME

CONTRACTORS BUSINESS LICENSE APPLICATION

Business Name _____

Business Location _____
(Not P. O. Box)

City _____ State _____ Zip _____
Bus. Phone () _____ Bus. Fax () _____

Mailing Address _____
(If Different)

City _____ State _____ Zip _____

E-Mail Address: _____ Website: _____

• OFFICIAL USE ONLY •

LICENSE NO. _____
 EXPIRATION DATE _____
 DATE PAID _____
 CHECK NO. _____ CASH
 CREDIT CARD _____
 BATCH NO. _____

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

Type of Ownership (Check one): Corp. LLC Partnership Sole Proprietorship Trust LLP

If Corporation, Name: _____

Contractor No. _____ Type _____ Expiration Date _____ Verified By _____

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

Enter below names of Owners, Partners, 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 _____

Social Security No. _____ Driver's License No. _____

Owner Name _____ Title _____

Home Address _____

City _____ State _____ Zip _____ Phone () _____

Social Security No. _____ Driver's License No. _____ Cell Phone () _____

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)

CONTRACTORS (CI)

Contractors who perform work in the city shall pay an **annual license fee of \$15.50 per year**. The business licenses runs from July to June every year. Such fee shall not be prorated. In addition, all contractors shall pay as a part of the business license, a job fee, which fee shall be a sum equal to the building permit fee or other contracting permit fee. The job fee shall be due and payable at the time of issuance of the permit and shall be paid at the same time the permit fee is paid.

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

CONTRACTORS (CII)

Contractors who perform work in the city and who are not required to obtain permits for improvements on private property shall pay an **annual license fee of \$92.00 per year**. Such fee shall not be prorated.

Annual License Fee with Permits: \$ _____

Annual License Fee without Permits: \$ _____

Processing Fee: \$ 40.00

Other: \$ _____

TOTAL AMOUNT DUE: \$ _____

Thank you for doing business in the City of West Covina

(Revised 10-24-07)