

7800 Katella Avenue, Stanton, CA 90680 (714) 379-9222 • Fax (714) 890-1443 www.ci.stanton.ca.us

STARTING A BUSINESS IN THE CITY OF STANTON?

The City of Stanton is delighted that you are interested in locating your business within our City. You will find that Stanton is a great place to start, relocate, or expand your business. The City prides itself on its efforts to support the growth of existing businesses and encourages new businesses to choose Stanton. In an effort to assist you, we have developed our business licensing procedures to provide an easy, understandable, and streamlined application process. The City of Stanton is here to assist you along the way, and we look forward to having you and your business in the City.

CITY OF STANTON BUSINESS LICENSE APPLICATION

Any individual, partnership, corporation or sole proprietor who wishes to conduct business within the City of Stanton must secure a business license prior to initiating operations. As part of the business license process, the Planning Division will ensure the type of business and its planned location meet the City's zoning requirements. In addition, depending on the type of business, the Building Division may also be required to review the business proposal and the planned location to ensure conformance with the California Building Code and the Fire Code. You may begin operations once the required departments have approved the business proposal and the planned location, and the business license application and attached forms are submitted to the Business Licensing Division along with the associated fee.

CITY OFFICE HOURS AND CONTACT INFORMATION

Business License Division

Finance Department (714) 890-4200

Planning Division

Community Development Department (714) 890-4210

Building Division

Inspection Request Line (714) 890-4252, Option 1

City Hall Hours

7:00am – 6:00pm (Closed 12:00 noon – 1:00pm daily) Monday – Thursday (Closed every Friday)

Planning Division Counter Hours

1:00pm - 5:00pm daily

*Please note that this guide is provided as a public service to assist those persons and entities interested in establishing and conducting a business in the City of Stanton. It is not warranted to be all-inclusive. Any errors or omissions herein will not relieve the business owner of his/her responsibility, obligation or liability in fulfilling all legal requirements.

COMMERCIAL BUSINESS LICENSE

The City of Stanton's business license term is for a twelve month period starting January 1 and ending every year on December 31. Please complete the business license application along with supplying the applicable information requested.

- A City business license is necessary <u>PRIOR</u> to commencing work in the City of Stanton. A **100% PENALTY** is enforced for non-compliance.
- This application *does not* constitute a valid business license and *will only be considered* valid once all departmental approvals have been obtained and a business license has been issued by the City.
- If your business is a Corporation or LLC, a copy of the Articles of Incorporation and Statement of Information documents are required.
- If you are selling any type of product retail or wholesale, you will need to apply for a seller's permit from the State Board of Equalization. (www.boe.ca.gov) The address on the seller's permit must match your address at your commercial location.
- If you are going to use a name other than your legal name or corporate name, you will need to file a "Fictitious Business Name Statement" with the Orange County Clerk-Recorder's Office. We will need (1) copy for our files.
- If you are a food related business, you must apply for a health permit from the County of Orange Department of Environmental Health.
- We will also need (1) copy of your current valid driver's license/ID for identification purposes.
- If you are a non-profit organization, you will be exempt from the business license base fee. You must present current documentation from the State of California showing your non-profit status. If you are not able to provide the required information, you will be charged full fees.

License tax is computed as follows:

Business license tax \$28.00 Employee fee for second owner and each employee \$4.00

If business is in town and utilizing a contractor's license, in lieu of the business license tax

License tax for Contractor A or B \$60.00 License tax for Contractor C or D \$40.00

Application Fee \$110.00
AB 1379 Fee \$4.00
Investigation for Compliance Fee \$50.00

We accept any payment form at City Hall or checks by mail. Please make checks payable to the **City of Stanton**.



CITY OF STANTON APPLICATION FOR A BUSINESS CERTIFICATE

7800 Katella Ave., Stanton, CA 90680 (714) 890-4200 • Fax (714) 890-1443 • Website <u>www.ci.stanton.ca.us</u>

Business N	ame									
Business O	wner									
Business A (#, Street, City, Sta										
Mailing Ad	dress									
Business P	Business Address)			ш	omol	Phone				
						Phone				
Fax Service of I	Process Addres	is		Er	mail					
	Business Mailing Address	5)								
Home Add (#, Street, City, Sta										
Ownership	Туре	Corporatio	n	🖵 Partnershi	р	Sole	e Proprietor	Other		
If Corporat	ion, List Office	rs and Titles								
Federal/Sta	ate Employer II	D No					State Sales Ta	ax No		
State Licen	ise No.						Class			
Owner's D	rivers License N	No				9	SSN/TIN			
Opening D	ate at This Loca	ation					SSN/TIN (Par	tnership)		
☐ New B	usiness	☐ Nev	w Ownei	r (List Previou	s Owi	ner)				
Busine	ss Name Chang	ge (List Previ	ious Nar	ne)						
Addres	ss Change (List	Previous Ad	dress)							
Legal S	tatus Change							Other		
	der the penalties and belief repres				-		s thereto, have	e been examined	by me a	nd to the best of my
										thich directly relates to the for denial or revocation.
Applicant'	s Signature							Date		
				FOI	R OFF	ICE USE	ONLY			Copy of
Bus. No.		Chair(s)		Employee(s)	1			B/L Fee		□Fict. Business Statement (DBA) □Sellers Permit
Lic. Type		Bus. Type		AB-1379	\$4	IFC Fee	\$50	App. Review	\$110	□Articles of □Statement of Info
Additional A	Approval by			Home Occ.			Other Total:			□Medical License □Authorization Letter (Notarized)
Remarks				INVESTIG	ΔΤΙΩΙ	N FOR C	OMPLIANCE			Other
CLID3		-								
CUP?		20	oning		_	Comme	nts			
Planning Ap	proval			Date			FOG Approv	al		Date
_	Hold for Tenant Improvements				Building Approval			Date		
	old for Tenant Improvements (If applicable) Date									



BUSINESS NARRATIVE – Provide a fully detailed description

_		



City of Stanton BUSINESS LICENSING

COMMERCIAL BUSINESS SUPPLEMENTAL FORM

PLEASE TYPE OR PRINT CLEARLY MUST BE COMPLETED AND RETURNED WITH APPLICATION	
BUSINESS OWNER NAME:	CONTACT #:
BUSINESS HOURS:AM TO	PM DAYS: M T W TH F SA SU
# OF EMPLOYEES:	
PLEASE COMPLETE THE FOLLOWING:	
NAME OF GARDNER:	PHONE #:
ADDRESS:	
NAME OF JANITORIAL SERVICES:	PHONE #:
ADDRESS:	
NAME OF UNIFORM COMPANY:	PHONE #:
ADDRESS:	
NAME OF PAPER GOODS SUPPLIER:	
ADDRESS:	PHONE #:
STREET SWEEPER (PARKING LOT SERVICES)	
NAME:	
ADDRESS:	PHONE #:
MAINTENANCE SERVICES:	PHONE #:
ADDRESS:	
ALARM/SECURITY SERVICES NAME:	
ADDRESS:	PHONE#:
NAME OF VENDING MACHINE COMPANY:	
ADDRESS:	
NAME OF VENDOR/1099 CONTRACTOR:	
ADDRESS:	
NAME OF VENDOR/1099 CONTRACTOR:	
ADDRESS:	
NAME OF VENDOR/1099 CONTRACTOR:	
ADDRESS:	

PLEASE LIST ANY OTHER TYPE OF SERVICES NOT LISTED THAT YOU CONTRACT WITH OR ANY OTHER BUSINESSES THAT MAKE DELIVERIES TO YOUR LOCATION ON THE BACK OF THIS DOCUMENT (EXCEPT FREIGHT CARRIER CO.).



STATE OF CALIFORNIA LABOR AND WORKFORCE DEVELOPMENT AGENCY WORKERS' COMPENSATION DECLARATION

The State of California passed AB 3251 in September 1992, with an effective date of January 1, 1993. The bill requires every employer who applies for or RENEWS a business license must provide proof of valid workers' compensation insurance or proof of compliance with self-insurance provisions.

Please complete the form below and return it with your license forms and payment. Your cooperation is appreciated. If you have any questions, please contact the Labor and Workforce Development Agency at (916) 653-9900.

AB 3251 SEC. 2 SECTION 371.1 of the Labor Code is amended to read:

371.1 (a) Every employer who applies for any license or for renewal of any license for a business issued to pursuant to Section 37101 of the Government Code or Section 7284 of the Revenue and Taxation Code shall complete and sign a declaration that states the following:

WORKERS' COMPENSATION DECLARATION

I hereby	affirm, under penalty	of perjury, one of the following declarations:					
	I have and will maintain a certificate of consent to self-insure for workers' compensation, as pro Section 3700, for the duration of any business activities conducted for which the license is issue						
		ntain workers' compensation insurance, as required by Section 3700 for the duration tivities conducted for which this license is issued.					
My work	ers' compensation in	urance carrier and policy number are:					
Carrier							
Policy Nu	ımber	Expiration Date					
	I certify that in the performance of any business activities for which this license is issued I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.						
Applicant Signature		Date					
CRIMINAL	PENALTIES AND CIVIC	WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO FINES UP TO \$100,000 IN ADDITION TO THE COST OF COMPENSATION, DAMAGES, INTEREST DED FOR IN SECTION 3706 OF THE LABOR CODE.					
Business	Name						
Business	Owner	Phone					
Business	Address						



Stormwater Quality Information as Required by the **National Pollution Discharge Elimination System**

	IS YOUR BUSINESS INVOLVED IN ANY OF THE FOLLOWING ACTIVITIES? (Circle Yes or No)						
1	Business Type/Activity Fating or drinking octablishments, such as restaurants and food markets	Involved Yes - No					
Eating or drinking establishments, such as restaurants and food markets. Industrial facilities involved in manufacturing or production.							
3. Automobiles, airplanes, boats, vehicles or equipment -							
	repair maintenance						
	• fueling • cleaning						
	body work impound or storage facility (automobile only)						
	painting and coating						
4.	Building and landscape maintenance (including sales and storage) - • landscape and hardscape installation • pool, lake and fountain cleaning	Yes – No					
	 painting and coating building material retail sales facility 						
 building material storage facility building material storage facility pest control service facility (facility within city boundaries) 							
	portable sanitary service facilities (facility within city boundaries)						
5.							
	 nurseries pest control service facility (facility within city animal facilities such as petting zoos and boarding and training facilities 						
	boundaries						
6.	Painting and coating.	Yes – No					
7.	Transport, storage or transfer of pre-production plastic pellets.	Yes – No					
8.	Golf courses.	Yes – No					
9.	Mobile Cleaning Service.	Yes – No					
	IF ALL ANSWERS WERE "NO", please sign the following certification statement and nothing else. "I certify that my business does not engage in any of the above mentioned activities."						
Bus	iness Name Type of Business	_					
	Print Name Signature Date						
	IF YOU ANSWERED "YES" AT LEAST ONCE, please complete the section below.						
Dire	siness Name: Site Address:.						
	sponsible Individual: Phone Number:						
Ple	ase list the activities that take place at your business:						
Wh	nat percent of your activities occur outdoors? a. 0% b. less than 25% c. 25-75% d. 75-10	0%					
	at is the approximate size of your site? sq. ft. acres						
dirt	at percent of your site is impervious? (surfaces such as pavement and buildings, as opposed to pervious surfaces such as lan :) %	dscaping and					
<u> </u>	.,						
	TO AID YOUR BUSINESS IN COMPLYING WITH STORMWATER QUALITY REGULATIONS:						
	st Management Practice (BMP) Fact Sheets are provided by the County to educate you and your staff in preventing stormwa						
	ese Fact Sheets address a wide range of business activities, such as vehicle washing, outdoor storage and waste handling and	d are available					
ιο	print and download free of charge at http://www.ocwatersheds.com/StormWater/documents <a at="" href="http://www.ocwatersheds.com/Stormwater/documents/documents/documents/documents/documents/documen</td><td></td></tr><tr><td colspan=8>SIGN BELOW ONLY IF YOU CIRCLED " least="" on="" once="" page.<="" td="" this="" yes"="">						
"I +	the undersigned, become state that I have read, understand and will comply with all rules and regulations of storm water runoff pollution pro-	vention					
-	"I, the undersigned, hereby state that I have read, understand and will comply with all rules and regulations of storm water runoff pollution prevention including federal, state, and local regulations.						
acc	I am also aware that any violations to the water quality regulations, whether ongoing or intermittent, may result in additional enforcement action in accordance with the City's Water Quality Ordinances including possible fines of \$100 for the first violation, \$200 for a second violation, and \$500 for each additional violation. Payment of the fine shall not excuse the failure to correct the violation nor shall it bar further enforcement action by the City. Additional						
enf mu	orcement actions include administrative abatement, civil penalties, revocation of permits, recordation of notice of violation, withhol nicipal permits, criminal prosecution and/or civil injunction, and order for reimbursement including costs of inspection, investigation and material batement, legal expenses, and cost relating to the restoration of the environment.	ding of future					
Ian	n also authorized to act on behalf of the firm and will relay this information to the appropriate personnel who perform any of the above-me vities."	ntioned					
_	nt Name Signature Date						



ORANGE COUNTY FIRE AUTHORITY

Plan Submittal Criteria for COMMERCIAL projects, MULTIFAMILY RESIDENTIAL projects and RESIDENTIAL TRACT developments



INSTRUCTIONS: Fill in the project/business address and provide a brief description of the scope of work and type of operation that will take place. Answer questions 1 through 10, read and initial items 11 and 12, then complete and sign the certification section. If you answer "YES" to questions 1 through 10, submit the type of plan indicated in italics to the OCFA (see www.ocfa.org for submittal information and locations). In some cases, other plan types not indicated herein may also be necessary depending on specific conditions or business operations. If you need help completing this form or have any questions regarding requirements for review, please contact the OCFA at (714) 573-6108 or visit us at 1 Fire Authority Road in Irvine for assistance.

			siness Description
	YES	NO	Are the following applicable to the proposed project or business?
1.			Construction of a new building, a new story, or increase the footprint of an existing building? Changes to roadways, curbs, or parking lots? Addition, relocation, or modification of fire hydrants or fences/gates? Construction within 300 feet of an active or proposed oil well? <i>Fire Master Plan</i>
2.			Property is adjacent to a wildland area or non-irrigated native vegetation? Fire Master Plan; a Fuel Modification Plan may also be required.
3.			Located in or <100' from a Division of Oil, Gas and Geothermal Resources (DOGGR) field boundary, <300' from an oil/gas seep, or <1000' from a landfill? <i>Methane Work Plan</i> .
4.			Installation/modification/repair of underground piping, backflow preventers, or fire department connections serving private fire hydrant/sprinkler/standpipe systems? <i>Underground Plan</i> .
5.			Drinking/dining/recreation/religious functions or other gatherings in a room >750 sq.ft. or >49 people? Healthcare/outpatient services for >5 who may be incapable of immediate evacuation without assistance? Daycare/education for children? Adult daycare? 24-hour care/supervision? Incarceration or restraint? Hotel/apartment/residential facility with 3+ units? Congregate housing/dormitories with 17+ people? A high-rise
6.			structure (55 feet) Architectural Plan. Installation or modification of electromechanical locks delaying/preventing egress from a room or building? Architectural, Sprinkler, and Alarm Plan.
7.			Installation/modifications/use of spray booths; dust collection; dry cleaning; industrial ovens/drying equipment; industrial/commercial refrigeration systems; compressed gasses; tanks for cryogenic or flammable/combustible liquids; vapor recovery; smoke control; battery back-up or charging systems; welding/brazing/soldering, open flame torches, cutting/grinding or similar operations? <i>Special Equipment Plan</i> .
8.			Storage, equipment, processes, or research involving flammable/combustible liquids or other chemicals? Motor vehicle or aircraft maintenance/repair facility? Cabinetry, woodworking, or finishing facility? <i>Architectural Plan and Chemical Classification; Special Equipment Plans may also be necessary.</i>
9.			Storage of merchandizing areas in excess of 500 sq.ft. where items are located higher than 12' (6' for high-hazard commodities, plastic, foam, etc.)? <i>High-piles Storage Plan</i> .
10.			Cooking under a Type 1 commercial hood; installation or modification of a fire extinguishing system located in a commercial cooking hood? <i>Hood & Duct Extinguishing System, not just the hood mechanical plan.</i>
11.	*Sprir systen evalua	nkler/A n requi nted by	following two items indicating that you have read and understand the statement: larm Requirements: Consult California Building and Fire Codes and local ordinances to determine sprinkler or alarm rements; if a system is required, plans shall be submitted to the OCFA. Existing buildings undergoing remodel must be a licensed contractor to determine if modification is needed; if so, the licensed contractor shall submit plans for or to any changes taking place. (Initial here)
12.	Fire Ha locate	azard S d in a F	everity Zone: Consult the maps available at the building department or on the OCFA website to determine if your site is HSZ. Buildings in a FHSZ may be subject to special construction requirements detailed in CBC Chapter 7A – the building will determine specific requirements. (Initial here)
l cer	tify un	der pe	nalty of perjury under the laws of the State of California that the above is true:
Print	name		Signature
Phor	ne Nun	nber _	Date
			nent: If all of the questions have been answered "NO" and the project does not otherwise require OCFA review of n plans*, then you may accept this signed forum as a written release that OCFA review is not required. Should you still

require that the applicant have plans approved by the OCFA please initial here _____ or attach an OCFA referral form and have the

applicant submit the form along with the appropriate plans and fees for OCFA review.

Business license application: supplemental NPDES/SB 205 form

For assistance and information on completing this form, vist the City's NPDES consultant's website at www.jlha.net/industrial or email igpleasehelp@jlha.net

part a. contact information							
business name	facility address in city						
business name	facility address in city						
name and title	mailing address						
email address	phone number						
part b. business activity information							
,							
describe activities at the facility that the business is <i>primarily</i> engaged in							
·	ation (SIC) code(s) associated with primary industrial business activities						
	Ire listed on the back of this form SIC website for the complete list of 4 digit SIC Code(s)						
www.osha.gov	//pls/imis/sic_manual.html						
issaide	,po.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
list the facility's primary SIC code	if applicable, list other primary SIC codes						
Did you list any of the industrial SIC codes below?	yes no						
any SIC from 2011 to 4581 manufacturing, production, or transport 5015 5093 5717 wholesale trade of used auto parts, so							
4911 4952 4953 electric services, sewerage services, c							
0272 horse and other equine farms	go to skip to						
any SIC from 0251 to 0259 poultry and eggs production any SIC from 0211 to 0214 cattle, hogs, sheep, and goats livestoc	part c part d						
241 dairy farms							
any SIC from 1011 to 1499 mining							
part c. NPDES Permit coverage for industrial facilities							
If you selected "yes" in part b above							
The business facility needs coverage under the Statewide General NPDES Permi	it for Stormwater Discharges Associated with Industrial Activities (IGP)						
If the industrial facility is covered under the IGP, list the facility's Waste Discha	irge ID (WDID)						
NPDES WDID #. For NEC and NONA facilities, list the NEC # or NONA #							
If the industrial facility is not yet covered under the IGP							
A provisional business license will be issued for 3 months. After this time the fac	cility must be covered under the IGP.						
Information on receiving accounts a under the ICD for industrial facilities							
Information on receiving coverage under the IGP for industrial facilities IGP coverage is obtained with the State Water Board and is required before starting industrial operations. If industrial activities and materials are not							
exposed to stormwater, the facility may qualify for No-Exposure Certification (NE	EC). For information and enrollment instructions for the IGP and NEC:						
call 1-866-563-3107							
visit online at www.waterboards.ca.gov/water_issues/programs/stormwate www.waterboards.ca.gov/water_issues/programs/stormwate							
part d. declaration							
I certify under penalty and perjury of law that the information submitted is, to the	best of my knowledge and belief, true, accurate, and complete.						

print name signature date

Common SIC codes

The tables below list common SICs. They do not list all SICs. Go to OSHA's website for the complete list of 4 digit SICs: www.osha.gov/pls/imis/sic_manual.html

Common NON-INDUSTRIAL SIC codes							
Retail trade	5211 to 5999	Services	7011 to 8999				
Lumber and other building materials dealers	5211	Power laundries	7211				
Paint, glass, and wallpaper stores	5231	Coin-operated laundries and drycleaning	7215				
Hardware stores	5251	Dry cleaners	7216				
Retail nurseries, lawn and garden supply stores	5261	Beauty shops	7231				
Variety stores (general merchandise)	5331	Barber shops	7241				
Grocery stores	5411	Tax return preparation services	7291				
Retail bakeries	5461	Miscellaneous services (massage, tanning, tattoo)	7299				
Motor vehicle dealers (new and used)	5511	Photocopying and duplicating services	7334				
Motor vehicle dealers (used only)	5521	Commercial photography	7335				
Auto and home supply stores	5531	Pest control services	7342				
Gasoline service stations	5541	Building cleaning and maintenance services	7349				
Apparel (clothes, shoes, hats) stores	5561 to 5699	Heavy construction equipment rental and leasing	7353				
Furniture stores	5712	Equipment rental and leasing	7359				
Household appliance stores	5722	Truck rental and leasing, without drivers	7513				
Eating places (restaurants)	5812	Car rental	7514				
		Auomotive body and paint shops	7532				
Wholesale trade (non-industrial)		General automotive repair shops	7538				
Wholesale trade of motor vehicles, supplies, and new parts	5012 to 5014	Car washes	7542				
Wholesale trade of furniture	5021, 5023	Welding repair	7692				
Wholesale trade of lumber and other construction materials	5031 to 5039	Health services	8011 to 8099				
Wholesale trade of professional and electrical equipment	5043 to 5065	Legal services	8111				
Wholesale trade of hardware, plumbing, and heating equipment	5072 to 5078	Child day care services	8351				
Wholesale trade of machinery, equipment, and supplies	5082 to 5088	Accounting, auditing, and bookkeeping services	8721				
Wholesale trade of apparel	5131 to 5139						
Wholesale trade of groceries	5141 to 5149	Finance, insurance, and real estate	6011 to 6799				
		Insurance agents, brokers, and service	6411				
Construction: Building and trade contractors	1521 to 1799	Real estate: Operators of nonresidential buildings	6512				
Building construction contractors	1521 to 1542	Real estate: Operators of apartment buildings	6513				
Special trade building contractors (plumbing, HVAC, etc.)	1711 to 1799	Real estate: Agents and managers	6531				

Common INDUSTRIAL SIC codes						
Manufacturing	2011 to 3999	Manufacturing (continued)	2011 to 3999			
Food and beverage manufacturing or processing	2011 to 2099	Transportation equipment manufacturing	3711 to 3799			
Apparel (clothing) production and fabrication	2311 to 2399	Measuring, analyzing, and controlling instruments manufacturing	3812 to 3873			
Lumber and wood products manufacturing	2411 to 2499	Miscellaneous manufacturing, not elsewhere classified	3999			
Furniture manufacturing	2511 to 2599					
Paper and allied products manufacturing	2611 to 2679	Transportation (industrial), electric, and sanitary 4011 to 458	81, 4911/52/53			
Printing, publishing, and allied industries	2711 to 2796	Railway transportation	4011, 4013			
Commercial printing, lithographic	2752	Local and suburban transit	4111 to 4173			
Chemicals and allied products	2812 to 2899	Motor freight transportation and warehousing	4212 to 4231			
Petroleum refining	2911 to 2999	General warehousing and storage	4225			
Rubber and plastic product manufacturing	3011 to 3089	Water transportation	4412 to 4499			
Plastic molding	3089	Air transportation	4512 to 4581			
Stone, clay, glass, and concrete manufacturing	3211 to 3299	Electric services	4911			
Basic metal product manufacturing	3312 to 3399	Sewerage systems	4952			
Fabricated metal products, except machinery and transport	3411 to 3499	Refuse systems (refuse collection and disposal)	4953			
Fabricated structural metal manufacturing	3441					
Sheet metal work	3444	Wholesale trade (industrial)				
Machinery and equipment manufacturing	3511 to 3599	Wholesale trade of used motor vehicle parts	5015			
Machine shops	3599	Wholesale trade of scrap and waste materials	5093			
Electronic and electrical equipment manufacturing	3612 to 3699	Wholesale trade of petroleum: bulk stations and terminals	5171			