



7800 Katella Avenue, Stanton, CA 90680

(714) 379-9222 • Fax (714) 890-1443

[www.ci.stanton.ca.us](http://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.*

## **RENTAL PROPERTY 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 **PRIOR** 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 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.
- We will also need (1) copy of your current valid driver's license/ID for identification purposes.

License tax is computed as follows:

Business license tax (up to three residential units)	\$10.00
Business license tax (per unit after three)	\$5.00

Application Fee	\$110.00
AB 1379 Fee	\$4.00
Investigation for Compliance Fee (if manager/office on site)	\$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 [www.ci.stanton.ca.us](http://www.ci.stanton.ca.us)

Business Name \_\_\_\_\_

Business Owner \_\_\_\_\_

Business Address  
(#, Street, City, State, Zip Code) \_\_\_\_\_

Mailing Address  
(If different from Business Address) \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Service of Process Address  
(If different from Business Mailing Address) \_\_\_\_\_

Home Address  
(#, Street, City, State, Zip Code) \_\_\_\_\_

Ownership Type ☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Other \_\_\_\_\_

If Corporation, List Officers and Titles \_\_\_\_\_

Federal/State Employer ID No. \_\_\_\_\_ State Sales Tax No. \_\_\_\_\_

State License No. \_\_\_\_\_ Class \_\_\_\_\_

Owner's Drivers License No. \_\_\_\_\_ SSN/TIN \_\_\_\_\_

Opening Date at This Location \_\_\_\_\_ SSN/TIN (Partnership) \_\_\_\_\_

☐ New Business ☐ New Owner (List Previous Owner) \_\_\_\_\_

☐ Business Name Change (List Previous Name) \_\_\_\_\_

☐ Address Change (List Previous Address) \_\_\_\_\_

☐ Legal Status Change \_\_\_\_\_ ☐ Other \_\_\_\_\_

*I declare under the penalties of perjury that this application and any attachments thereto, have been examined by me and to the best of my knowledge and belief represent a true, correct and complete statement of facts.*

☐ Under penalty of perjury, I declare that this business entity or ownership has not been convicted of any criminal offense which directly relates to the operation of the same type of business as desired in Stanton. I understand any violation in the last three years shall be grounds for denial or revocation.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Bus. No.		Chair(s)		Employee(s)				B/L Fee	
Lic. Type		Bus. Type		AB-1379	\$4	IFC Fee	\$50	App. Review	\$110
Additional Approval by				Home Occ.			Other		
Remarks							Total:		

#### Copy of

- ☐ Fict. Business Statement (DBA)
- ☐ Sellers Permit
- ☐ Articles of \_\_\_\_\_
- ☐ Statement of Info
- ☐ Medical License
- ☐ Authorization Letter (Notarized)
- ☐ Other \_\_\_\_\_

### INVESTIGATION FOR COMPLIANCE

CUP? \_\_\_\_\_ Zoning \_\_\_\_\_ Comments \_\_\_\_\_

Planning Approval \_\_\_\_\_ Date \_\_\_\_\_ ☐ FOG Approval

(if applicable)

\_\_\_\_\_ Date \_\_\_\_\_

☐ Hold for Tenant Improvements

☐ Building Approval  
(if applicable)

\_\_\_\_\_ Date \_\_\_\_\_

**BUSINESS NARRATIVE – Provide a fully detailed description**

## Business license application: supplemental NPDES/SB 205 form

For assistance and information on completing this form, visit the City's NPDES consultant's website at [www.jlha.net/industrial](http://www.jlha.net/industrial) or email [igpleasehelp@jlha.net](mailto:igpleasehelp@jlha.net)

### part a. contact information

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 **primarily** engaged in

State law requires the listing of Standard Industrial Classification (SIC) code(s) associated with primary industrial business activities

**Common SIC codes are listed on the back of this form**

Not all SIC codes are listed. Go to OSHA's SIC website for the complete list of 4 digit SIC Code(s)

[www.osha.gov/pls/imis/sic\\_manual.html](http://www.osha.gov/pls/imis/sic_manual.html)

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list the facility's primary SIC code

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**if applicable**, list other primary SIC codes

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**Did you list any of the industrial SIC codes below?**

any SIC from	2011	to	4581	manufacturing, production, or transportation
	5015	5093	5717	wholesale trade of used auto parts, scrap and waste, or petroleum
	4911	4952	4953	electric services, sewerage services, or refuse systems
			0272	horse and other equine farms
any SIC from	0251	to	0259	poultry and eggs production
any SIC from	0211	to	0214	cattle, hogs, sheep, and goats livestock
			241	dairy farms
any SIC from	1011	to	1499	mining

☐ yes

☐ no

go to  
part c

skip to  
part d

### 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 Permit for Stormwater Discharges Associated with Industrial Activities (IGP)

**If the industrial facility is covered under the IGP, list the facility's Waste Discharge ID (WDID)**

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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 facility must be covered under the IGP.

**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 (NEC). 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/stormwater/industrial.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml)

[www.waterboards.ca.gov/water\\_issues/programs/stormwater/toolbox.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/toolbox.shtml)

### 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](http://www.osha.gov/pls/imis/sic_manual.html)

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

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