



7800 Katella Avenue, Stanton, CA 90680

(714) 379-9222 • Fax (714) 890-1443

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

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*Check List Requirements for Solicitation Applicants*

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- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Completed Business License Application  | <input type="checkbox"/> A detailed statement as to the general nature and method of the business in which applicant intends to engage. | <input type="checkbox"/> If the applicant is a corporation, Statement of Information and Articles of Incorporation or Organization with the corporation's name, date, place of incorporation, address of its principal place of business, and the names and addresses of its principal officers |
| <input type="checkbox"/> If the applicant is a sole proprietorship, partnership, association, or unincorporated company, the names and addresses of the partners or the persons comprising the association or company. | <input type="checkbox"/> List of all employees with copies of photo I.D.s and contractor's licenses.                                    | <input type="checkbox"/> Worker's Compensation Declaration Form with a copy of Insurance Carrier with policy number   |
| <input type="checkbox"/> Copy of company uniform and its variances or identifying employee badges.   | <input type="checkbox"/> Current copy of organization handouts and/or pamphlets.  | <input type="checkbox"/> Approval from the Orange County Sheriff Department and Engineering to solicit within the City.   |

Thank you for your interest in the City of Stanton. Should you require additional information, please call 714) 379-9222.



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## **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.*

## **SOLICITATION BUSINESS LICENSE**

As per the City of Stanton Municipal Code:

### **5.04.840 Canvassers and solicitors.**

A. “Canvasser” or “solicitor” means any person not having an established place of business in the city, who for him or herself or as agent for another goes from place to place, and from house to house, in the city soliciting or procuring the sale or other disposition of any merchandise or services or for the purpose of obtaining information of any nature whether for the purpose of selling merchandise or services or otherwise, and whether or not any moneys are advanced; or who for him or herself, or as agent for

another, by telephone or by any other means of communication solicits the retail sale of any goods, wares, merchandise, services or other things of value for future delivery, not otherwise licensed under the provisions of this chapter and not having a regularly established place of business within the city.

B. It is unlawful for any canvasser or solicitor to go from place to place or from house to house or to solicit by telephone or other means of communication for the purpose of soliciting or procuring the sale or the disposition of any merchandise, or for the purpose of obtaining information of any nature, whether for the purpose of selling merchandise or services or not, and whether or not any money is advanced on any such orders or sales, without first having procured a written permit from the chief of police authorizing the same.

To obtain such permit, each canvasser or solicitor, as defined in this section, shall appear personally before the chief of police and file a written application for such permit, giving the name and address of the applicant and such other information as the chief of police shall require. No permit shall be issued by the chief of police to any person who cannot show by written instrument or other evidence satisfactory to the chief of police that such person so applying for a permit under this section is a bona fide canvasser or solicitor as defined in this section.

C. This chapter shall not apply to any person who engages in solicitation solely as an incident to the conduct of any regular retail route licensed by the city.

D. Except by permission of the city council, no person shall solicit other than during daylight hours. The term “daylight hours” is defined as a period from one-half hour before sunup to one-half hour after sunset.

E. Any person, firm or corporation either employing or contracting with one or more persons, to solicit the retail sale of any goods, wares, merchandise, service or other things of value and not otherwise licensed by the city and not having a regularly established place of business within the city may obtain a principal solicitor’s license on payment of a license fee of one hundred fifty dollars annually, plus four dollars for each solicitor.

The director of finance shall not issue such license until the applicant has filed with the city a list of all solicitors employed by the applicant or with whom the applicant has contracted and has signed an agreement to notify the city in writing within five days following any change in solicitors.

F. Each applicant, before a license is issued to him or her, shall furnish the city with his or her sales tax number and a written agreement to report on his or her sales tax return the amount of receipts from sales in the city and from sales for use in the city.

G. Every solicitor who is not operating under a principal solicitor’s license shall pay a license fee of seventy-five dollars per year. (Ord. 852 § 1, 2001; Ord. 728 § 1, 1991; prior code § 5.04.740)



# 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		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 \_\_\_\_\_



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



City of Stanton  
BUSINESS LICENSING

SOLICITOR EMPLOYEE/INDEPENDENT CONTRACTOR LIST

PLEASE TYPE OR PRINT CLEARLY

MUST BE COMPLETED AND RETURNED WITH APPLICATION WITH PHOTO ID'S AND CONTRACTOR'S LICENSES

BUSINESS OWNER NAME: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

BUSINESS HOURS: \_\_\_\_\_ AM TO \_\_\_\_\_ PM DAYS: \_\_\_\_\_ M T W TH F SA SU

# OF EMPLOYEES: \_\_\_\_\_ # OF INDEPENDENT CONTRACTORS: \_\_\_\_\_

PLEASE COMPLETE THE FOLLOWING:

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

☐ INDEPENDENT CONTRACTOR

☐ EMPLOYEE

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

☐ INDEPENDENT CONTRACTOR

☐ EMPLOYEE

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

☐ INDEPENDENT CONTRACTOR

☐ EMPLOYEE

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

☐ INDEPENDENT CONTRACTOR

☐ EMPLOYEE

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

☐ INDEPENDENT CONTRACTOR

☐ EMPLOYEE

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

☐ INDEPENDENT CONTRACTOR

☐ EMPLOYEE

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

☐ INDEPENDENT CONTRACTOR

☐ EMPLOYEE



## 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 provided by Section 3700, for the duration of any business activities conducted for which the license is issued.

☐

I have and will maintain workers' compensation insurance, as required by Section 3700 for the duration of any business activities conducted for which this license is issued.

My workers' compensation insurance carrier and policy number are:

Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_ 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 \_\_\_\_\_

**WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIC FINES UP TO \$100,000 IN ADDITION TO THE COST OF COMPENSATION, DAMAGES, INTEREST AND ATTORNEY'S FEES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE.**

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

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

Business Address \_\_\_\_\_