



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.*

OUT OF TOWN 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 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. The address on the seller's permit must match your address at your location in Stanton.
- 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	\$40.00
Application Fee	\$110.00
AB 1379 Fee	\$4.00

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

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	\$40
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 _____



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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 _____