



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.*

SPACE RENTAL 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.
- A copy of your State Board License
- 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. 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.
- 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 | \$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 _____

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 or email 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

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list the facility's primary SIC code

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if applicable, list other primary SIC codes

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

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)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

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

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

| 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 | |
| Motor vehicle dealers (new and used) | | 5511 | |
| Motor vehicle dealers (used only) | | 5521 | |
| Auto and home supply stores | | 5531 | |
| Gasoline service stations | | 5541 | |
| Apparel (clothes, shoes, hats) stores | | 5561 to 5699 | |
| Furniture stores | | 5712 | |
| Household appliance stores | | 5722 | |
| Eating places (restaurants) | | 5812 | |
| 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 | |
| Dry cleaners | | 7216 | |
| Beauty shops | | 7231 | |
| 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 | |
| General automotive repair shops | | 7538 | |
| 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 | |
| Sheet metal work | | 3444 | |
| Machinery and equipment manufacturing | | 3511 to 3599 | |
| Machine shops | | 3599 | |
| 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 | |
| General warehousing and storage | | 4225 | |
| 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 | |