

# HOW TO OBTAIN A CITY OF COMMERCE BUSINESS LICENSE

## STEP 1

- ◆ Fill out a **Zoning Clearance/Inspection Application**
- ◆ Submit the Application and supporting documents to Planning at:  
[Business-License@commerceca.gov](mailto:Business-License@commerceca.gov)
- ◆ The Planning Division will review application. **It may involve a site visit to existing & proposed locations.**

## STEP 2

- ◆ **Pay Zoning Clearance Inspection fee**  
  
Checks payable to City of Commerce. Credit Cards are Accepted.
- ◆ **Once approved by Planning, staff will schedule inspection appointment**
- ◆ **Someone must be at the location on the inspection date. Please be sure to include the name, phone number, and email of a local contact on the application.**

Does your business handle food products?

Yes

Contact the Health Dept directly to request an inspection:

LA Co. Environmental Health  
245 Fetterly Ave., Room 2014  
Los Angeles, CA 90022  
(323) 362-1280

**Complaint Unit - 1-888-700-9995**

NO

## STEP 3

### Inspection:

Both the City Building & Safety and LA County Fire and Inspectors will conduct inspections. **Please bring your inspection application to the appointment so the inspectors can sign it.**

Inspection approval must be obtained within 90 days from date inspection application was signed by Planning

## STEP 4

Once your application is approved by all agencies, HDL will be notified and your business license certificate will be issued.

### EAST REGION COMMERCE FIRE PREVENTION OFFICE

2535 Commerce Way  
Commerce, CA 90040  
**(323) 720-9913**

**Hours:** 8:00 am – 9:30 am  
Monday through Thursday

**CLOSED FRIDAYS**

### BUILDING & SAFETY DEPARTMENT

2535 COMMERCE WAY  
COMMERCE, CA 90040  
**(323) 722-4805, Ext. 2290**

**Hours:** 8:00 am – 6:00 pm  
Monday through Thursday

**CLOSED FRIDAYS**

**CITY OF COMMERCE  
ZONING CLEARANCE/INSPECTION APPLICATION**

**GENERAL BUSINESS INFORMATION**

<b>Business Name</b>	<b>Office Use Only</b>	
	<b>Activity#</b>	<b>Fee</b>
<b>Business Address</b>		
<b>Is this address a residence?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Email Address</b>
<b>Business Phone #</b>	<b>Name &amp; Title of Highest Ranking Contact Person</b>	
<b>Mailing Address (if different than business address)</b>		

**PROPERTY OWNER INFORMATION**

<b>Property Owner's Name</b>	<b>Phone #</b>
<b>Property Owner's Address</b>	

**EMERGENCY CONTACT INFORMATION (ICE)**

<b>Name</b>	<b>Primary Phone #</b>	<b>Secondary Phone #</b>
1st ICE Contact:		
2nd ICE Contact:		
Burglar Alarm Company Name:		

**DESCRIPTION OF BUSINESS OPERATION**

<b>Number of all employees reporting to this location</b>	<b>Days &amp; hours of operation</b>	<b>Number of buildings</b>

**PLEASE INDICATE GROSS SQUARE FOOTAGE OF EACH AREA YOU LEASE OR OWN**

<b>Office Area</b>	<b>Manufacturing Area</b>	<b>Warehousing Area</b>	<b>Retail Area</b>	<b>Other</b>	<b>Total Square Footage of Building</b>

**DESCRIPTION OF PROPOSED USE**

**Provide a brief description of the proposed business use, including product(s) and material(s):**

**Type of machinery or equipment to be used at this location (including # of sewing machines):**

**Proposed tenant improvements and/or alternations to the building:**

**Previous use at this location:**

**STORAGE INFORMATION**

**Check all that apply:**    Material or products will be stored:     On pallets     Free standing     On racks or shelving

Will storage, racks or shelving exceed:     6 ft. in height     12 ft. in height

## HAZARDOUS MATERIALS INFORMATION

<b>Does your business plan to: (Check all that apply)</b>	<input type="checkbox"/> Have an underground tank
<input type="checkbox"/> Store hazardous materials or mixture at any one time, equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of compressed gas	<input type="checkbox"/> None

**Note:** There is no complete list of hazardous materials. A broad definition is any material that because of quantity, concentration or physical or chemical characteristics poses a significant or potential hazard to health, property, or the environment. **If you have a current business plan on file with the Los Angeles County Fire Department, please attach a copy of page one of Form No. 577 (Los Angeles County Fire Department, Hazardous Materials Business Plan).**

## SOLID WASTE INFORMATION

Trash Hauling Company Name: _____
Describe the type of recycling waste this business will produce: (Check all that apply) <input type="checkbox"/> Cardboard Waste <input type="checkbox"/> Food Waste <input type="checkbox"/> Green Waste <input type="checkbox"/> Plastic Bottles/Cans <input type="checkbox"/> Paper Waste <input type="checkbox"/> Other (describe): _____
Third Party Recycling Hauler Name (other than your trash hauler): _____ <i>Note: A Third Party Recycler is a commodities broker that hauls away recyclables for free or purchases the recycled content.</i>
Will this business be self-hauling recyclables? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>If you answered yes, please be aware that a Self-Hauling Permit is required along with the submission of a monthly recycling report. A Self-Hauling Permit application can be obtained with the Business License Division.</i>

## INDUSTRIAL WASTE INFORMATION (Check all that apply)

<input type="checkbox"/> Industrial Waste Clarifier	<input type="checkbox"/> Industrial Waste Rail Diversion System	<input type="checkbox"/> Collection Sumps or Pits	<input type="checkbox"/> None
<input type="checkbox"/> Industrial Waste Sample Box	<input type="checkbox"/> Areas Storm Drains w/Fossil Filters	<input type="checkbox"/> Grease Trap	

## STATEMENT OF INTENDED USE

Will your business do any of the following (check all that apply):			
<input type="checkbox"/>	Store an aggregate quantity of aerosol products in excess of 500 lbs	<input type="checkbox"/>	Install or operate a stationary lead-acid battery system more than 100 gallons
<input type="checkbox"/>	Produce dust or loose combustible fibers in excess of 100 cubic feet	<input type="checkbox"/>	Store more than 2500 cubic feet of combustible materials (boxes, rubber)
<input type="checkbox"/>	Store, handle or use compressed gases	<input type="checkbox"/>	Produce, store or handle cryogenes
<input type="checkbox"/>	Engage in the business of dry cleaning	<input type="checkbox"/>	Produce combustible dusts (e.g. flour, magnesium)
<input type="checkbox"/>	Have any explosives or blasting agents	<input type="checkbox"/>	Store, handle, use or dispense flammable or combustible liquids
<input type="checkbox"/>	Store, transport on site, dispense, use or handle hazardous materials	<input type="checkbox"/>	Have over 500 square feet of high-piled combustible storage (>12 feet in height, or > than 6 feet in height if high hazard such as rubber tires, flammable liquids, idle pallets)
<input type="checkbox"/>	Have a motor vehicle fuel-dispensing system	<input type="checkbox"/>	Melt, cast, heat treat or grind more than 10 pounds of magnesium
<input type="checkbox"/>	Operate an industrial baking or drying oven	<input type="checkbox"/>	Manufacture more than 1 gallon of organic coating per day
<input type="checkbox"/>	Store or handle radioactive materials	<input type="checkbox"/>	Operate a place of assembly (drinking, dining, gathering) for more than 50 people
<input type="checkbox"/>	Operate a repair garage for servicing or repairing vehicles	<input type="checkbox"/>	Have a refrigeration system with >220 pounds or > 30 pounds of any other refrigerant
<input type="checkbox"/>	Apply flammable or combustible liquids (spray booth, dip tank, powder coating, rolling)	<input type="checkbox"/>	Conduct hot work (welding, cutting, use flame producing devices or torches)
<input type="checkbox"/>	Store lumber, wood chips, hogged material or plywood in excess of 200 cubic feet	<input type="checkbox"/>	Store over 1000 cubic feet of tire in an outside area
		<input type="checkbox"/>	None

**FIRE SPRINKLER SYSTEM**

Is your building equipped with automatic fire sprinklers?

- Yes
- No

If yes, then provide the following:

Date of last sprinkler system 5-year certification (NFPA 24, CCR Title 19):

Name of fire sprinkler alarm monitoring company: Phone Number:

Is your building equipped with automatic fire detection? (smoke detector, heat detector, manual pull) **If Yes, provide:**

Date of last fire alarm system certification:

Name of fire alarm monitoring company: Phone Number:

**SIGNATURE**

THIS APPLICATION SHALL **TERMINATE WITHIN NINETY (90) DAYS** OF THE DATE OF SUBMITTAL **UNLESS A WRITTEN EXTENSION IS GRANTED** BY THE BUILDING AND SAFETY DEPARTMENT, THE LOS ANGELES COUNTY FIRE DEPARTMENT, OR THE COMMERCE CITY ECONOMIC DEVELOPMENT AND PLANNING OFFICIALS. PLEASE BE AWARE THERE ARE SPECIFIC REQUIREMENTS FOR OBTAINING A CITY BUSINESS LICENSE. YOUR BUSINESS LICENSE WILL BE IN PENDING STATUS UNTIL SUCH REQUIREMENTS HAVE BEEN MET. **ACCEPTANCE OF THE BUSINESS LICENSE APPLICATION AND BUSINESS LICENSE TAX IS NOT AN ENDORSEMENT OR CERTIFICATION OF COMPLIANCE OR CONFORMITY WITH APPLICABLE REQUIREMENTS OF THE CITY'S ZONING REGULATIONS OR OTHER APPLICABLE CITY ORDINANCES OR LAWS.** THE SITE PLAN & FLOOR PLAN AND BUSINESS OPERATIONS DESCRIPTION LETTER MUST BE ATTACHED IN ORDER FOR THIS APPLICATION TO BE COMPLETE (REFER TO ATTACHED EXAMPLE). INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

I certify that I have read this application and state that the information is correct. I agree to comply with all County ordinances and State laws relating to building construction, and hereby authorize representatives of this County to enter upon the above-mentioned property for inspection purposes.

DATED: IN THE CITY OF COMMERCE, STATE OF CALIFORNIA

Signature of Applicant: Phone # of Applicant:

Address of Applicant:

Email Address:

**FOR DEPARTMENTAL USE ONLY**

**PLANNING DEPARTMENT** Designated Zone: \_\_\_\_\_ SIC #: \_\_\_\_\_ Building Address: \_\_\_\_\_

Special Conditions Required:  C.U.P.  Plot Plan  Other: \_\_\_\_\_

Parking Spaces: Required: \_\_\_\_\_ Provided: \_\_\_\_\_  Approved Use or  Disapproved Use Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

**FIRE DEPARTMENT**  Approved  Disapproved Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

**BUILDING DEPARTMENT**  Approved  Disapproved Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

**Once obtained, please upload all department approvals to HdL for further processing. Please call (323-329-5776) or email (commerce@hdlgov.com) HdL if you have any questions regarding the status of your business license.**

**Business Operations Description Letter**  
**(Please provide a detailed description of the proposed business operation)**

Any Furniture Company  
1000 South Anyplace  
Any City, CA 00000

July 20, 2023

To whom it may concern:

The following information is in response to your request to describe the proposed business operation to be conducted at the above address:

1. Operations conducted in the building are as follows:
  - Indicate, IN DETAIL, the type of business proposed.
  - Hours of operation.
  - Number of employees.
  - Type of equipment used. (Example: Clothing manufacturing - number of sewing machines, cutting tables, etc.).
2. Materials to be stored include the following:
  - Indicate the types of materials used as well as the types of materials stored on site.
  - Indicate, in detail, how will the material be stored, i.e. racks, freezers, pallets or free standing.
  - Maximum height of storage.
  - List of chemicals and how they will be stored.
3. Describe any vehicles/trucks that will be parked on site, including the number of vehicles.
4. If there will be any interior or exterior modifications proposed with the use, please explain and show on the site plan.

Sincerely,

*Signature*

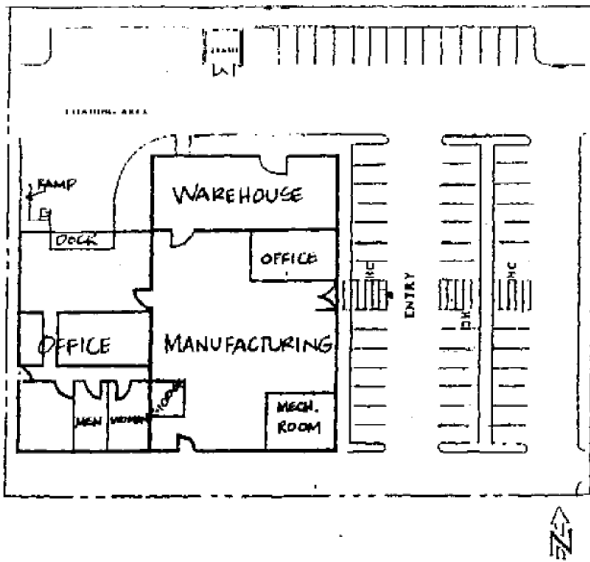
John J. Jones  
President

## SITE PLAN/PLOT PLAN & FLOOR PLAN CHECKLIST

The following information **MUST** be included on the site plan before the Planning Department can process your application:

### SAMPLE SITE PLAN/PLOT PLAN

Gary's Auto Body  
17056 Gale Avenue, Commerce



#### Gross Building Area

Office Area: 12,600 SF  
Manufacturing Area: 12,600 SF  
Warehousing Area: 6,825 SF  
**TOTAL: 32,025 SF**

#### Parking

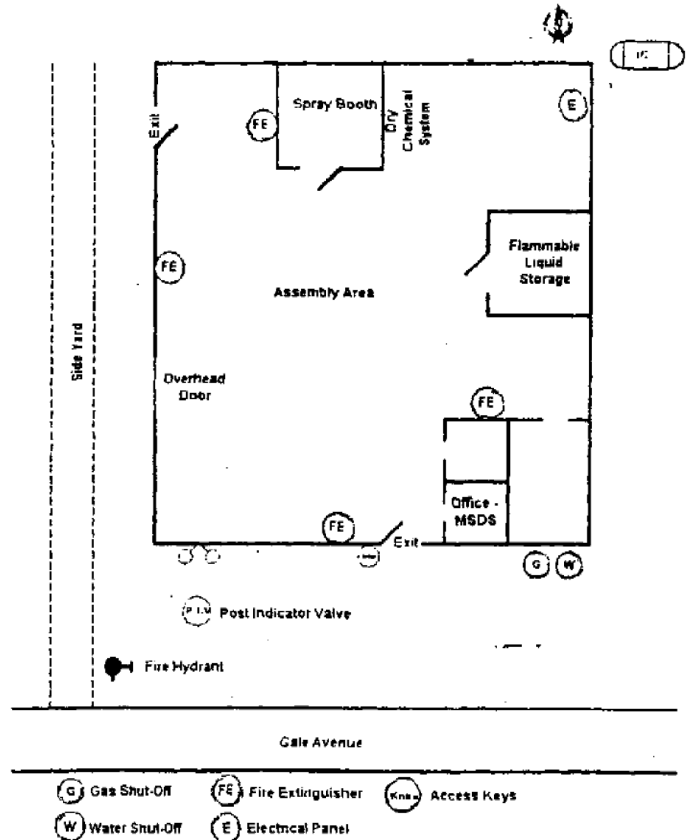
Automobile: 45  
Compact: 4  
Truck: 2  
ADA: 3  
**TOTAL: 54**

### SITE PLAN/PLOT PLAN CHECKLIST

- Site Plan/Plot Plan **MUST** be on **8 1/2 x 11** paper.
- **INCLUDE** the business name, address and/or space number on the site plan.
- **IDENTIFY** the footprint of the building on the site plan.
- **IDENTIFY** all parking spaces on the site, including a count and breakdown (automobile, truck, compact, ADA) of these spaces.
- **INCLUDE** a breakdown of gross building area on the site plan: (see example site plan above)
  - Office Area
  - Manufacturing Area
  - Warehousing Area
- **MUST** provide a **TYPED** "**Business Operations Description**" Letter describing the activity that will be conducted in the building. (see example provided)

### SAMPLE FLOOR PLAN

Gary's Auto Body  
17056 Gale Avenue, Commerce  
7500 Square Feet, Block Building



### FLOOR PLAN CHECKLIST

- Floor Plan **MUST** be on **8 1/2 x 11** paper.
- **INCLUDE** the business name, address and/or space number on the site plan.
- **IDENTIFY** the gas shut-off, fire extinguishers, access keys, water shut-off, and electrical panel locations required by the Los Angeles County Fire Department. (see example floor plan above).
- **INCLUDE** a breakdown of gross building area on the floor plan: (see example site plan above)
  - Office Area
  - Manufacturing Area
  - Warehousing Area
- **MUST** show a layout of all parts of the building, **INCLUDING** all entrances, exits, and windows.



# Information Directory

## Department Of Health Services – Los Angeles County

If your business handles food in **any** form, you should contact the County of Los Angeles Department of Health Services. For more information call:

### Administrative Headquarters

5050 Commerce Drive, Baldwin Park, CA 91706-1423  
(626) 430-5560

### Plan Check

Plan Check Program  
(626) 430-5560

## Fictitious Business Name (Db)

To file a Fictitious Business Name, contact:

Los Angeles County Clerk

12400 E. Imperial Hwy., Norwalk, CA 90651 Phone# (562) 462-2177 or go to <http://portal.lacounty.gov>

## Signs

To display **any** sign, you must secure a permit. For questions concerning sign requirements, contact the City of Commerce Planning Division at (323) 722-4805, extension 2811.

## Seller's Permit (California State Board of Equalization)

You can apply by mail or in person. Forms can be downloaded from [www.boe.ca.gov](http://www.boe.ca.gov) or an *Express Registration package* can be requested by calling 1-800-400-7115. The nearest office is located at:

12440 E. Imperial Highway, Norwalk, CA 90651 Phone # (562) 466-1694

## NPDES Permit

California law requires certain businesses to have a National Pollution Discharge Elimination System (NPDES) Permit issued by the State Water Resources Control Board. Failure to obtain a permit could result in penalties of \$27,500 per day per violation and jail time.

For more information, call the State Water Resources Control Board at (916) 341-5538 or go to [www.swcrb.ca.gov](http://www.swcrb.ca.gov)

## Utilities/Other

<p><b>Electricity</b> Southern California Edison P.O. Box 800 Rosemead, CA 91770 (800) 655-4555 <a href="http://www.sce.com">www.sce.com</a></p>	<p><b>Gas</b> Southern California Gas Co. P.O. Box C Monterey Park, CA 91756 <a href="http://www.socalgas.com">www.socalgas.com</a></p>	<p><b>Telephone</b> AT&amp;T (888) 944-0447 <a href="http://www.att.com">www.att.com</a> Verizon (888) 804-0875 <a href="http://www.verizon.com">www.verizon.com</a></p>	<p><b>Trash Disposal/Residential</b> Calmet Services 7202 Petterson Lane Paramount, CA 90723 (562) 259-1239 <a href="http://www.calmetsservices.com">www.calmetsservices.com</a></p>
<p><b>Water</b> California Water Service 3316 West Beverly Blvd. Montebello, CA 90640 (323) 722-8601 <a href="http://www.calwater.com">www.calwater.com</a></p>	<p><b>Small Claims Court</b> E.L.A. Municipal Court Civil Division 4848 East Civic Center Way Los Angeles, CA 90022 <a href="http://www.lasuperiorcourt.org/Locations">www.lasuperiorcourt.org/Locations</a></p>	<p><b>Alcoholic Beverage Control</b> 3950 Paramount Blvd., Suite 250 Lakewood CA 90712 (562) 982-1337 <a href="http://www.abc.ca.gov">www.abc.ca.gov</a></p>	<p><b>Trash Disposal/Commercial &amp; Industrial</b>  Refer to list of haulers that have a license to pick up trash in Commerce</p>
<p><b>Chamber of Commerce</b> The Industrial Council 6055 Washington Blvd., Ste.110. Commerce, CA 90040 (323) 728-7222 <a href="http://www.industrialcouncil.org">www.industrialcouncil.org</a></p>	<p><b>ELA Sheriff's Station</b> 5019 E. Third Street. East Los Angeles, CA 90022 (323) 264-4151 <a href="http://www.lasd.org">www.lasd.org</a></p>	<p><b>Building Contractors</b> Contractors State License Board 200 Ocean Gate., Suite 1050 Long Beach, CA 90802 (562) 590-5331 <a href="http://www.cslb.ca.gov">www.cslb.ca.gov</a></p>	<p><b>South Coast Air Quality</b> Management District 21865 E. Copley Drive Diamond Bar, CA 91765 (909) 396-2000 <a href="http://www.aqmd.gov">www.aqmd.gov</a></p>

## *Money Saving Resources for Businesses*

### *Energy*

[www.energystar.gov](http://www.energystar.gov) (federal)

[www.cash4appliances](http://www.cash4appliances) (state)

[www.sce.com](http://www.sce.com) (Edison Co.)

[www.sogalqas.com](http://www.sogalqas.com) (Gas Co.)

[www.fypower.org](http://www.fypower.org)

[www.disreusa.org](http://www.disreusa.org)

### *Water Conservation*

[www.epa.gov/watersense](http://www.epa.gov/watersense)

[www.energystar.gov](http://www.energystar.gov)

[www.mwdsavebuck.com](http://www.mwdsavebuck.com)

### *Fleet Resource*

[www.epa.gov/smartway](http://www.epa.gov/smartway)

### *Water Recycling*

[www.epa.gov/wastewise.com](http://www.epa.gov/wastewise.com)

### *Climate Change*

[www.coolcalifornia.org](http://www.coolcalifornia.org)

### *Training & Workshops*

[www.socalgas.com/business/resourceCenter/erchHome.html](http://www.socalgas.com/business/resourceCenter/erchHome.html)

[www.epa.gov/statelocalclimate](http://www.epa.gov/statelocalclimate)

### *Reuse Organization*

[www.habitatla.org](http://www.habitatla.org)

## *Suggested Recycling*

Paper, Cardboard

Wood pallets, Lumber

Metals

Concrete, asphalt, brick, stone

Drywall, gypsum, wallboard

Glass

Dirt

Plastic

Carpet

Electronics

Lighting

## *Organic Recycling*

Food waste

Green waste

Landscape/Pruning waste

Nonhazardous wood waste

Food soiled paper waste mixed with food waste

Fats, oils and grease (FOGs)

*For more information on the Commercial Recycling Program or to obtain a list of City-authorized haulers, please contact the Environmental Services Division at (323) 722-4805, ext. 2812 or visit the City of Commerce's website at [www.ci.commerce.ca.us](http://www.ci.commerce.ca.us)*

# *Commercial and Organics Recycling Program*



*City of Commerce  
Environmental Services  
(323) 722-4805*





### The Goal

The State of California's goal is to increase recycling efforts, expand its residential recycling success to the business sector, and reduce Greenhouse Gas (GHG) emissions to 1990 levels by 2020. This represents an 11% reduction (GHG).

### The Leaders

The California Air Resources Board (ARB) is the lead regulatory agency and the California Department of Resource Recovery and Recycling (CalRecycle) is the lead agency for monitoring compliance.

### Commercial Recycling

**Effective July 1, 2012**

Under City of Commerce Ordinance Number 643.

### Organic Recycling

**Adopted April 19, 2016**

Under City of Commerce Ordinance Number 677.

**Effective April 1, 2016**

Businesses generating 8cy or more of organic waste

**Effective January 1, 2017**

Businesses generating 4cy or more of organic waste per week

**Effective January 1, 2019**

Businesses generating 4cy or more of commercial solid waste per week

**Effective January 1, 2020**

Businesses generating 2Cy or more of commercial solid waste per week (only applies if the statewide disposal of organic waste has not been reduced by 50% of the level of disposal in 2014)

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### Businesses Affected

- Businesses who generate more than 4 cubic yards of waste per week; and
- Multi-family residential with at least 5 units.

### Requires

- Establishing recycling services through their City-authorized licensed refuse/recycling hauler and or self-hauling recyclables

### Organic Recycling Requires

- Establishing recycling services through their City-authorized licensed refuse/recycling hauler the collection and recycling of organic waste (Multi-family dwellings are not required to arrange for food waste services).
- Or recycle organic waste on site or self-haul to a recycling facility. Business with landscape services must stipulate the contractor recycle the gardening/landscaping waste from site.
- Or subscribe to City-authorized licensed refuse/recycling hauler that includes mixed processing to recycle organics.

### Allows

- Businesses to sell or donate their recyclables.



## **CITY OF COMMERCE APPROVED COMMERCIAL HAULERS Under Semi-Exclusive Agreement for Refuse and Recycling**

<b>Company Name</b>	<b>Phone Number</b>
AAA Rubbish, Inc.	(800) 310-2248
Athens Services *	(888) 336-6100
CalMet Services, Inc. *	(562) 259-1239
Haul Away Rubbish Service Co., Inc.	(323) 721-0371
NASA Services, Inc.	(888) 888-0388
Republic Services	(800) 299-4898
Universal Waste Systems, Inc.	(562) 941-4900
Waste Management Co.	(800) 774-0222

\* Authorized residential hauler for trash and recycling