



IN CITY BUSINESS LICENSE APPLICATION PACKET

Anyone doing business in the City of La Mesa must have a business license. You will need your business address, type of business, and a completed application. An application can be obtained by visiting the City of La Mesa's Finance Department's webpage at www.cityoflamesa.com or in person at City Hall. We accept check, cash, money order or Visa/MasterCard/Discover credit cards during regular business hours.

Please read this packet and complete the included forms. If you should have any questions about this paperwork, call the Business License Officer at 619.667.1118. All in-city business license applications will be sent for review to city departments and processing times can take approximately 4-6 weeks for department approvals.

STEPS TO OPENING A BUSINESS:

- **MANDATORY-Location**-Select a site, determine zoning requirements and secure any special permits. Determine city zoning requirements prior to signing a lease or contract by contacting the City of La Mesa's Planning Division at 619.667.1177. The Planning Division can check specific site zoning or what zones would be appropriate for your business. They will also assist in determining which discretionary permits are required for specific business types.
- **RECOMMENDED-Tax Numbers**-Obtain employer ID numbers, if you intend on employing staff. These numbers are not necessary until employees are hired and can be obtained by completing form SS-4 from the Internal Revenue Service, call 800.829.3676. Businesses are also required to obtain a state identification number to report employee taxes to the State. For more information contact the Employment Development Department at 619.516.1920. Contact the Internal Revenue Service to receive the Tax Guide for Small Business which is an invaluable tool to help business owners understand the basics. Call the IRS at 800.829.1040. www.irs.gov
- **RECOMMENDED-Fictitious Business Name**-Obtain information on how to establish a fictitious business name from the San Diego County Clerk's office by calling 619.401.5700.
- **RECOMMENDED-Sellers Permit**-Obtain a seller's permit and resale certificate if you will be selling taxable items or will provide a taxable service. For the appropriate forms, please visit the California Dept of Tax & Fee Administration website at <http://www.cdfta.ca.gov/> or at 858.385.4700.
- **RECOMMENDED-Create a Business Plan**-Research how to create a business plan at your local library. Additional resources are available at The Small Business Administration (619.557.7250) and/or SCORE Business Counseling (619.557.7272). *Determine the Legal Structure of Your Business*-You can contact your own accountant or attorney for assistance in this matter. For additional information, contact the office of California's Secretary of State at 916.657.5448.

FIRE DEPARTMENT APPROVAL REQUIRED

As part of the business license application process you will be required to have your business inspected by Heartland Fire & Rescue (City of La Mesa's Fire Department) to ensure that you meet all the life and fire safety code requirements. Please contact Heartland Fire & Rescue's Fire Prevention Division to schedule a fire inspection: (619) 667-1355.

BUSINESS LICENSE DIVISION

The Business License Division of the City of La Mesa addresses business tax and sales tax issues; it does not regulate business activities. Per the La Mesa Municipal Code section 6.04, anyone doing business in the City of La Mesa must have a business license issued by the City of La Mesa. "Doing business in the City" is defined as having an office or work site within the geographic boundaries of the City, or entering the City to conduct business with the intent of being paid, including: all businesses with La Mesa addresses, all professionals, home-based businesses, contractors, subcontractors and delivery businesses based in other cities. Almost every city and county in California has some form of business licensing or business tax certificate program. Because it is a local tax, licensing is not transferable between cities or counties.

NOTICE: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx - The Department of Rehabilitation at www.rehab.cahwnet.gov - The California Commission on Disability Access at www.cdda.ca.gov.

As of July 1st, 2012 California law (AB 341) requires commercial businesses that generate four cubic yards or more of solid waste per week and multifamily residential buildings of five units or more to arrange for recycling services. These services are provided to La Mesa businesses by EDCO Waste & Recycling and can be arranged by calling 619.287.7555. More information on this requirement is available at 619.667.1338 or at cityoflamesa.com/recycling.



8130 Allison Avenue • La Mesa, CA 91942
Attn: Business License Section • (619) 667-1118

- Please Check One →
- NEW APPLICATION
 - CHANGE OF OWNER
 - CHANGE OF ADDRESS
 - CHANGE OF BUSINESS NAME
 - HOME OCCUPATION
 - OUT OF CITY

BUSINESS LICENSE APPLICATION

Business Name _____

Business Location _____
(Not P. O. Box)

City _____ State _____ Zip _____

Mailing Address _____
(If Different)

City _____ State _____ Zip _____

Bus. Phone () _____ Bus. Fax () _____

E-Mail Address _____

Enter number of Employees (In-City Businesses Only)	Enter number of Units (Apts. Only)
[]	[]

Will any construction modification be made to the premises? YES NO

- FIREARMS SALES:**
- New Firearms
 - New/Used Firearms (Secondhand Dealer)
 - Used Firearms (Secondhand Dealer)

Start Date	Description of Business (please be specific)

Ownership: Corporation Ltd. Liability Corp. Partnership Sole Proprietor Trust

State Lic. No. _____ License Type _____ Expiration Date _____

Seller's Permit _____ Federal ID No. (EIN) _____ State ID No. (EDD) _____

ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS - USE ADDITIONAL SHEETS AS NECESSARY:

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell Phone () _____

City _____ State _____ Zip _____

Social Security No. _____ Driver's License No. _____

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell Phone () _____

City _____ State _____ Zip _____

Social Security No. _____ Driver's License No. _____

IN CASE OF EMERGENCY, PLEASE CONTACT (IN-CITY BUSINESSES ONLY):

Name _____ Title _____ Phone () _____

Address _____ Cell Phone () _____

ALARM COMPANY, IF APPLICABLE (IN-CITY BUSINESSES ONLY):

Name _____ Title _____ Phone () _____

Address _____ License No. _____

I declare, under penalty of perjury, that the above application is true and correct to the best of my knowledge. I certify that I will operate my business in accordance with all applicable federal, state and city laws and regulations. I further understand that any false statements made above are grounds for denial or revocation of the business license.

Date: _____ Signature of Owner or Representative: _____

RETURN ENTIRE APPLICATION FORM TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO THE CITY OF LA MESA

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Thank you for doing business in the City of La Mesa!

LICENSE REVIEWED & APPROVED BY:

• OFFICIAL USE ONLY •

Police Dept. _____ / _____

Building Dept. _____ / _____

Fire Dept. _____ / _____

Planning Dept. _____ / _____

COMMENTS: _____

Total Amt. Paid \$ _____
Date Paid _____ CASH CHECK
Receipt # _____ CREDIT CARD

Base Fee	\$	
Employee Fee	\$	
Other	\$	
Other	\$	
State CASp Fee	\$	4.00
TOTAL AMOUNT DUE	\$	



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Attn: Business License Section
619-667-1118

IN-CITY BUSINESS LICENSE APPLICATION SUPPLEMENTAL

BUSINESSES LOCATED IN LA MESA MUST COMPLETE AND SUBMIT THIS FORM.
Businesses located outside of La Mesa should only submit an Out-of-City application.

Please check one or more categories that describe your business:

General Commercial

- Automotive Sales
Automotive Services
Bar/Pub/Tavern
Care Facility (Child/Adult)
Catering
Retail
Restaurant
Wholesale

Services

- Brokerage
Business Services
Computer/Internet
Contractor-Office Only
Contractor-w/Equipment
Design
Financial Services
Instructional/Training
Laboratory
Massage Establishment
Medical/Dental Office
Personal Services
Recreation/Fitness
Salon Booth Rental
Salon/Spa

Vehicles

- Delivery- Retail
Delivery- Wholesale
Transportation

Industrial/Agr.

- Agriculture/Fishing
Assembly
Manufacturing

Vending Machines

- Other Service Mach
Vending Machines #

Cannabis

- Cannabis Dispensary
Cannabis Manufacturing
Commercial Cultivation Site

Property Rentals

- Apartments
Commercial

Please refer to the Business License Fee Schedule for fee information for your business. If your business type is not listed in the schedule, use the General Commercial fees. Businesses paying incorrect fees will be notified of a balance due by mail.

Please answer the following questions and provide details for all "Yes" answers in the space provided or attach addn'l sheets.

- 1. Will your business be based from your home?
2. Will your business have inventory? Where?
3. Will your business have outdoor usage?
4. Will there be food preparation at the location?
5. Will alcohol be served or sold at the location?
6. Will there be live entertainment or outdoor dining?
7. Will your business have vehicles and/or delivery?
7a. Where will the vehicles be stored/parked?
7b. Number of vehicles
8. Will your business make products at the location?
9. Will your business use any specialized equipment?
10. Will there be construction modifications at location?
11. Will your business store or use in any way, flammable or combustible liquids, compressed gases, or other hazardous materials?
12. Will your business have a sign?
13. Will there be building modifications to your location?
14. Does your business have any pool tables?
15. Will your business have 50 or more persons gathering together in a building, room or structure used for drinking, dining, education, entertainment or worship?

The City of La Mesa is required to apply a distance from "Minor Oriented Facilities" to proposed medical marijuana dispensaries. The City needs information from businesses regarding uses that might be described or considered one of the following types of Minor-Oriented Facilities. LMMC Section 24.23 defines "Minor Oriented Facilities" as any after school program, teen center, boys/girls club, children's theater or children's museum where the primary use is devoted to people under the age of 18. For questions, please contact Community Development Department at 619-667-1177.

Please mark all that apply to your business:

- After School Programs
Teen Center
Club for Boys and/or Girls
Children's Theater
Children's Museum
Primary use is devoted to people under the age of 18

Business:
Location:
Business Owner:
Contact Info:
Signature: Date

ANY FUTURE CHANGES TO THE ABOVE MUST BE SUBMITTED FOR RE-APPROVAL WITH THE CITY