



# CITY OF DOWNEY

## FINANCE DEPARTMENT - BUSINESS REGISTRATION

P. O. Box 7016 - 11111 Brookshire Ave, Downey, CA 90241  
 Phone (562) 904-7249 - Fax (562) 904-7270 - [www.downeyca.org](http://www.downeyca.org)

### APPLICATION FOR BUSINESS REGISTRATION

<b>BUSINESS DETAILS:</b>						<b>Applications must be typed, or legibly hand printed in blue or black ink</b>									
Business Name (DBA)															
Name of Sole Business Owner or Legal Entity(Corporation/LC/Partnership)															
Owner(s) or Principal(s)								Title(s)							
Contact Person for Business License								Contact Person's Direct Phone Number							
Public Business Address															
Service of Process Address (Address where business has consented to receive official U.S. Mail)															
Business Mailing Address: <input type="checkbox"/> Check if same as above															
Public Business E-mail Address				Public Web Site				Public Business Phone				Fax Number			
Type of Ownership (Check One):			Downey Start Date			Home Occupation?			NAICS CODE						
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC LLP <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation						<input type="checkbox"/> Yes <input type="checkbox"/> No									
Description of Business (Be specific)															
<b>NEW --SB205 STORMWATER DISCHARGE COMPLIANCE.</b> Businesses required to obtain a stormwater permit under the federal Clean Water Act through enrollment with the National Pollutant Discharge Elimination System permit program must provide the SIC # _____ NPDES/WDID Permit # _____ and complete the SB205 Stormwater Discharge Compliance form available on city's web page. <b>Failure to demonstrate required enrollment within 90 days of applying can result in denial of such business license application or renewal for insufficient information as required per State Law.</b> *** For more information about the SB205 Stormwater Discharge Compliance please visit <a href="http://www.cityofdowney.org/i-want-to/get/business-license">www.cityofdowney.org/i-want-to/get/business-license</a> *** Business Registration page.															
Is your Business		Retail <input type="checkbox"/> Yes <input type="checkbox"/> No		Wholesale <input type="checkbox"/> Yes <input type="checkbox"/> No		Manufacturing <input type="checkbox"/> Yes <input type="checkbox"/> No		Automobile Sales <input type="checkbox"/> Yes <input type="checkbox"/> No							
Description of Products Sold (If Applicable)				Are you required to collect sales tax? <input type="checkbox"/> Yes <input type="checkbox"/> No				Seller's Permit (Resale #)							
Business Vehicles Used in the City? <input type="checkbox"/> Yes <input type="checkbox"/> No    How Many?			Ambulance or non-emergency transport? <input type="checkbox"/> Yes <input type="checkbox"/> No			Mobile/Sidewalk Vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No									
<input type="checkbox"/> General Contractor <input type="checkbox"/> Sub Contractor		Contractor's Lic #		Classification		Expiration Date		Job Address							
State License (# / Type / Exp. Date)				Health Permit #		ABC License #		Fire Permit #		Massage Permit #					
Number of employees working in Downey Non professional _____ Professional _____				Live Entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No				TV or Jukebox <input type="checkbox"/> Yes <input type="checkbox"/> No							
Do you handle, store, or use hazardous materials/chemicals? <input type="checkbox"/> Yes <input type="checkbox"/> No						Burglar Alarm System? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Coin Operated		# Vending		# Amusement		# Service		# Music		# Bulk					
Machines? <input type="checkbox"/> Yes <input type="checkbox"/> No															
Vending Company's Name/Address/Phone															
# of rental units (Apts/Motel/Spaces)				Rental address(es) if different from above											
Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code. To do so, please fill out the section on the bottom of this form.															
<b>SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184 - AVAILABLE FOR PUBLIC INSPECTION</b>															
If you wish to protect your residential address with a different service of process address, please provide it here. NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.															
<b>Service of Process Address</b>															
<b>Residential Address to protect</b> <input type="checkbox"/> Business Location <input type="checkbox"/> Mailing Address <input type="checkbox"/> Owner/Partner/Officer Address															
<b>OFFICE USE ONLY:</b> PLANNING APPROVAL															
DATE _____		Signature _____				Zone _____		Use _____							
COMMENTS/CONDITIONS:															
Police Permit Required <input type="checkbox"/> Police Permit Received <input type="checkbox"/> Alarm Permit Received <input type="checkbox"/> Location Change Only <input type="checkbox"/> Update Only <input type="checkbox"/>															
COMMENTS:															
Account Number:				Expiration Date				Total Due:							

**(NON-PUBLIC INFORMATION)**

Estimated gross receipts	Applicable Identification Number (Check One):
	<input type="checkbox"/> Social Security/ITIN <input type="checkbox"/> Drivers License <input type="checkbox"/> Federal Tax ID <input type="checkbox"/> Municipal ID
	_____ ID NUMBER

Owner or Principal	Title
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Residence Address
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City, State, Zip	Email	Phone
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Date of Birth	SSN/ITIN	DLN/Other ID
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Signature	Date
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Partner's Name or Secondary Principal (If applicable)	Title
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Residence Address
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City, State, Zip	Email	Phone
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Date of Birth	SSN/ITIN	DLN/Other ID
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Signature	Date
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**ALTERNATIVE CONTACT IN CASE OF EMERGENCY:**

Name	Title	Phone
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I understand that this application is not a permit to conduct business or begin operation and does not imply or waive the requirement of the City, State or Federal Statutes. I understand that it is the business owners' responsibility to ensure that the property is properly zoned for its intended use. The city may conduct an inspection as a result of this application and any deficiencies or corrections will be forwarded to the applicant for correction. If this business is operated I declare under penalty of perjury that to the best of my knowledge and belief the foregoing is true.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR HOME OCCUPATION LICENSES (DOWNEY BUSINESSES ONLY)**

Home Occupation Conditions of Approval:  
No person shall conduct a home occupation use unless such home occupation use is conducted in conformity with all the following criteria:

- (a) Such use shall be conducted solely within the confines of the principal dwelling and shall not exceed ten (10) percent of the floor area.
- (b) The home occupation shall be conducted by a member or members of the family residing on the property and as an incidental use to the primary residential use. No other person shall be employed.
- (c) Garages or carports, whether attached or detached, shall not be used for a home occupation, other than for the storage of an automobile.
- (d) No sign associated with such a use shall be allowed.
- (e) No storage or display of materials, supplies, or equipment related directly or indirectly to a home occupation shall be permitted.
- (f) In conducting such home occupation, no mechanical equipment shall be used if such equipment makes a noise that is perceptible on any abutting property.
- (g) No motor vehicle shall be used or kept on the premises, except a vehicle of the passenger automobile variety, or a commercial vehicle not exceeding eight thousand five hundred (8,500) pounds (gross vehicle weight) in size, and such commercial vehicle shall be parked in an enclosed garage.
- (h) The home occupation use shall not have utility services other than those required for normal residence use.
- (i) There shall be no entrance or exit way specifically provided in the dwelling or on the premises for the conduct of the home occupation thereon.
- (j) No customer shall be served on the premises, and no pedestrian or vehicular traffic shall be generated beyond that incidental to a residential use.
- (k) No mechanical equipment, material, or other substance or object shall be used which is not customarily used in a residence.

By signing below, I certify that I have read, understand, and adhere to all applicable guidelines as stated above.

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT INFORMATION:**

Please notify the Business License Registration Department Office of any changes to the business, including business name, location, owners, partners, business type or activity. If the business registration is not updated accordingly, it may no longer be valid and the business owner may then be liable for penalties and administrative citations.

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:  
DEPARTMENT OF GENERALSERVICES, Division of the State Architect, CASp Program [www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)  
DEPARTMENT OF REHABILITATION Disability Access Services [www.dor.ca.gov](http://www.dor.ca.gov)  
DEPARTMENT OF GENERALSERVICES, California Commission on Disability Access [www.cdda.ca.gov](http://www.cdda.ca.gov)

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified. On October 11, 2017, this \$1 fee was extended indefinitely and, on Jan. 1, 2018 until Dec. 21, 2023, the amount was increased from \$1 to \$4. The fee will revert back to \$1 on Jan. 1, 2024.