

IRVINE POLICE DEPARTMENT

REGULATORY AFFAIRS UNIT

IRVINE POLICE DEPARTMENT • ONE CIVIC CENTER PLAZA
P.O. BOX 19575, IRVINE, CALIFORNIA 92623 - 9575 • (949) 724-6310
Internet: <http://www.irvinepd.org> • E-Mail: ipd@irvinepd.org

BUSINESS LICENSE APPLICATION



David L. Maggard, Jr.
CHIEF OF POLICE

Subject: Application Instructions

Dear Business License Applicant:

Welcome to the City of Irvine.

The City of Irvine requires all organizations operating within the City to have a business license (Code of Ordinances Section 4-6-201 and Section 4-6-207). This requirement enables the City to maintain a database of businesses used for police emergency responses, disaster preparedness, sales tax purposes and demographic studies. Certain public information is also beneficial in providing assistance to the business community for economic development purposes and coordinating business information with other governmental agencies.

If your organization:

- Does not have a current City of Irvine Business License, please complete the enclosed application and return it with the appropriate fees due. (See computation of fees section of application to determine the proper fee.)
- If the business has two or more locations with identical ownership, doing similar business activities and operating within the city, **a completed application is required for each location; however, there are no additional fees.** Simply fill out the enclosed application and return it in the supplied envelope with a copy of your current license. Be certain to send us the original application. Faxes and copies cannot be accepted. If additional copies are needed, they can be downloaded at www.cityofirvine.org.

If your business or occupation is licensed by the State of California, you must include a copy of your current state license along with the application.

You have 60 days from the date you start your business to obtain a business license. Applications received after this period will be subject to a late fee.

If you need more information, a City of Irvine Business License representative will be happy to help you and can be reached via email at Irvinebusinesslicense@cityofirvine.org or try the information line at (949) 724-6310.

To expedite processing please **note your business name on the memo line of your check.**

Thank you for your cooperation.

Agencies to contact before starting a business

Community Development Department (Planning & Development Services):

Contact the City of Irvine Development Assistance Center at (949) 724-6308 to confirm your business activity meets the land use requirements of the City's Zoning Code.

Business Assistance:

Department of Industrial Relations: www.dir.ca.gov for labor laws and Workers' Compensation

Trademark and Service Marks: www.ss.ca.gov/business/ts/ts.htm - California only.

Federal Patent and Trademarks: www.uspto.gov

U.S. Small Business Administration: www.sba.gov or contact them at (714) 550-7420 for information on aid, counsel and assisting small businesses.

Services Corporation of Retired Executives (SCORE): www.score.org or contact them at (714) 550-7369, 9:00 am - 2:00 pm Mon-Fri., regarding "How to Start a Business".

Irvine Chamber of Commerce: www.irvinechamber.com or contact them at (949) 660-9112 for membership information.

Other Certification, Licensing, or Permit Agencies:

Secretary of State: www.ss.ca.gov or contact them at 1230 J. St. #100, Sacramento, CA 95814, (916) 653-3365 regarding incorporation or reserving business names.

Orange County Clerk Recorder: www.ocrecorder.com or contact them at the Orange County Clerk's Office, 12 Civic Center Plaza #101, Santa Ana, CA 92702, (714) 834-2500 or 24021 El Toro Road, Laguna Hills regarding a "Fictitious Business Name." Newspapers should offer this service as well.

Internal Revenue Service: www.irs.gov or contact them by calling (800) 829-4933 or faxing your information to (215) 516-3990. The IRS requires a SS-4 application to be filled out in order for you to obtain a Federal Employer Identification Number (FEIN). This number is be used in place of your Social Security Number.

State Board of Equalization: www.boe.ca.gov or contact them at 16715 Von Karman Avenue #200, Irvine, CA 92606 949-440-3473 to obtain a "Sellers Permit."

Orange County Environmental Health: www.ochealthinfo.com or contact them at 1241 E. Dyer Road #120, Santa Ana, CA 92705, (714) 433-6000 regarding "Health Permits" for businesses involved in food services.

Department of Alcoholic Beverage Control: www.abc.ca.gov or contact them at 28 Civic Center Plaza #369, Santa Ana, CA 92701, (714) 558-4101 regarding "Licenses to Serve Alcohol".

Contractors State License Board: www.cslb.ca.gov or contact them at (800) 321-2752 regarding "Contractor Licenses".

Department of Consumer Affairs: www.dca.ca.gov or contact them at (800) 344-9940 regarding auto repair, airplane repair, hairdressers, etc.

Employment Development Department: www.edd.ca.gov or contact them at 2099 State College Blvd., #401, Anaheim, 92806, (888) 745-3886 for disability insurance, Income tax withholding, state, payroll, job services, etc.



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BUSINESS LICENSE APPLICATION

OFFICE USE ONLY
BUSINESS LICENSE NUMBER

Important!

- Asterisk (*) Indicates Required Information If Applicable To This Business.
- Please Print Clearly.
- Be sure to complete and submit both sides of the application.

*1. Business Name: _____

*2. Add'tl Business Names (DBA's): _____

*3. Business Address: _____
Street Address (P.O. Box and Mail Drop **NOT** acceptable) Suite

City State Zip

*4. Mailing Address: _____
Street Suite

City State Zip

*5. Business Phone: _____ *6. Fax Number: _____

*7. Web Address: _____ *8. E-Mail Address: _____

***9. Please describe the exact nature of the business activity to be conducted – only one business activity per application (i.e., Physician, Painter, Beautician, etc.)**

OWNER AND EMERGENCY CONTACT INFORMATION

*10. List residence, address, phone, title, and driver's license number of Owner, President, Partner, CEO, CFO, etc.
(Note: The name of the person listed here will be printed on the Business License Certificate; if necessary, attach a list of additional contacts)

Last Name, First Name Residence address City State Zip

Title Residential Phone Driver's License Number and State

*11. Please indicate whom the City should contact (other than the owner) in the event of an emergency (i.e. fire, securing the building, etc.):

Last Name, First Name Title Phone

IS YOUR OCCUPATION LICENSED BY THE STATE? No Yes *** MUST INCLUDE COPY OF STATE LICENSE ***

*12. State License Type: _____ *13. State License # _____ *14. Expiration: _____
Month/Day/Year

*15. Specify job location in Irvine: _____

*16. Does your business create, store, generate, or use hazardous substances or any products that are considered to be corrosive, reactive, ignitable, toxic, and/or ozone depleters? No Yes

*17. Is this business conducted from your home? No Yes (if yes and you live in Irvine, please complete the Home Occ form)

*18. Indicate the type of business being done at the Irvine location: Please check box(es)	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Wholesale	<input type="checkbox"/> Retail (Complete line #23)	<input type="checkbox"/> Service
	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Durable and/or	<input type="checkbox"/> Non-Durable Goods	

*19. Type of Ownership: (check one of the following five options)

- Sole Proprietorship (Owner's Social Security No. _____) Partnership (Complete Line #21)
- Corporation (Complete Line #21) Limited Liability Co. (Complete Line #21) Trust (Complete Line #21)

*20. Is your organization Tax Exempt? No Yes If Yes, specify below & submit documentation with application †
 Non-Profit Organization or Organization paying in-lieu-of taxes to the state

*21. Federal Employer ID (FEIN): _____ *22. State Employer ID (EDD number): _____
(format XXX-XXX-X)

*23. State Sales Tax Number (RESALE): _____ *24. Date Business Started in Irvine: _____
(mm/dd/yy)

*25. Did you purchase this business? No Yes (If yes, enter date of purchase) _____

*26. How many people (including owners, contract workers, full & part-time employees) are working at this specific location, in Irvine, for your business? _____

*27. Do you manufacture/wholesale/sell taxable products or provide a taxable service such as renting products/equipment or fabrication labor from your location in Irvine? (Complete Line 23) No Yes If yes, what types of products are sold?

*28. Is this application made to move an existing business from another location? No Yes If yes, please list the former address

*29. If your business is located in Irvine, does it have a security alarm? No Yes If yes, does your location have an Irvine Police Department alarm permit? No Yes

EMPLOYERS MUST HAVE WORKERS' COMPENSATION INSURANCE

I understand that under California law, I am required to carry workers' compensation insurance for my employees at all times.

I further understand that my failure to have the appropriate coverage will subject me to civil penalties of \$10,000 per employee who is not covered by workers' compensation AND criminal penalties of up to one year in jail and/or a fine of up to \$10,000.

I know that even if I don't have employees right now, I will be required to get workers' compensation coverage as soon as I have one or more employees.

I currently have employees:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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‡ If your organization has multiple branch locations, in Irvine, under the same Social Security Number or Federal Employer Identification Number, please indicate the business license certificate number(s) on the line provided below and omit payment.

APPLICATION CANNOT BE ACCEPTED OR PROCESSED WITHOUT SIGNATURE AND PAYMENT

I understand that the issuance of a City of Irvine Business License is not a regulatory license to operate but a tax imposed by the City. It is the responsibility of the applicant/licensee to ensure their business complies with all applicable City of Irvine Codes, City Zoning Ordinances and State and Federal laws. Non-compliance may result in the City revoking the business license. Please contact the Planning and Zoning Counter at (949) 724 - 6308 to confirm your business meets the requirements of the City Zoning Ordinance. I hereby certify, under penalty of perjury, the information provided on this application is true and correct.

For administrative, executive or similar functions that do not generate income, the annual fee is fixed at \$50.00.

Certain information pertaining to your business is considered public information. This information may consist of business name, location, business phone number, type and name of owner(s). Confidential information will be protected to the maximum extent permitted by law.

Please make checks payable to: City of Irvine Business License

*Projected Annual Gross Receipts

*Print Applicant's Name and Title

X

*Applicant Signature

*Date Signed

29 COMPUTATION OF FEES ‡§	
A. Annual Fee	\$ 50.00
(If Projected Annual Gross Receipts is less than \$4,000 please use fill out the Reduced Business License Tax form)	
B. Prior Year Adjustment:	\$
Choose the amount that applies from below:	
If the start date is:	
- Less than 60 days	0.00
- Greater than 60 days but less than 1 year	\$ 50.00
- Greater than 1 year but less than 2 years	\$ 150.00
- Greater than 2 years but less than 3 years	\$ 250.00
- 3 years or greater	\$ 300.00
Add Lines A and B. This is your Total Fee	\$

Submit Original Application with Payment to:

**City of Irvine Business Licenses
One Civic Center Plaza
P.O. Box 19575
Irvine, CA 92623-9575**

LICENSE TERMS

IMC section 4-6-217 states “except in cases otherwise specifically provided for in this chapter, the license term for licenses issued under this chapter shall be for 12 consecutive months, commencing from the first day of the month in which the license application and tax are received by the City”.

ANNUALLY RENEWING YOUR BUSINESS LICENSE (RENEWALS) Much like an automobile or driver’s license, it is your responsibility to ensure that you keep your license current by paying the annual business license fees on a timely basis. The City will mail courtesy renewal notices to the mailing address of record. **However, if you do not receive a courtesy notice, you are not alleviated from this requirement.** If you do not receive your renewal notice within 2 weeks of your expiration date, please call us at 949-724-7128. Penalties are imposed for late renewal applications.

If you are an out-of-city business, or an out-of-city contractor, and you are not planning to do business in Irvine in the upcoming year, you must sign in the box called “For Ceased or Sold Businesses Only” and return the renewal notice. Upon receipt, we will close your license. If circumstances change and you begin to do business in Irvine again, simply contact us about reactivating your business license.

†NON-PROFIT BUSINESS LICENSE APPLICATION INSTRUCTIONS: To qualify for a non-profit business license the City requires that the following documentation be submitted with your application:

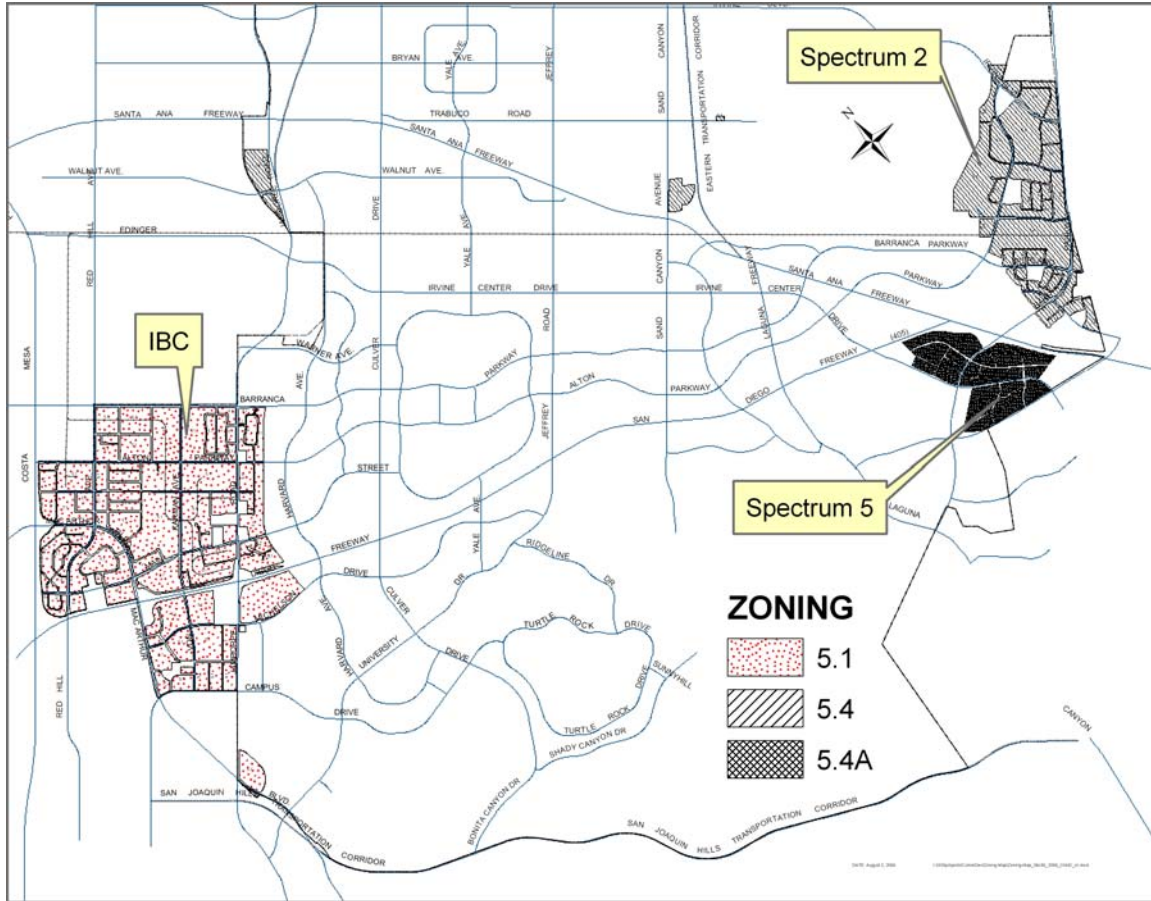
- 1) Your IRS statement verifying non-profit and/or tax exempt status,
- 2) Incorporation statement from the Secretary of State,
- 3) Your corporation Bylaws and/or Charter,
- 4) A list of officers [be sure to include local representatives],
- 5) A letter describing your business activities and/or your method of solicitation,
- 6) A list of names, driver’s license numbers and the state of issuance, home address and telephone numbers of solicitors, volunteers or employees who will enter Irvine for business purposes. If your business activities include door-to-door solicitation, each individual involved in the solicitation process must carry a valid employer/employee identification badge and a copy of your Business License.

After review and approval of your non-profit business license application, a Business License Certificate will be issued to your organization at no charge.

OBTAINING HELP COMPLETING THIS APPLICATION: For specific questions regarding Business License, call (949)724-7128 or the information line at (949) 724-6310 or email Irvinebusinesslicense@cityofirvine.org.

BEFORE APPLYING FOR A BUSINESS LICENSE AND OPENING YOUR BUSINESS, PLEASE REVIEW THE CITY MAP ON PAGE 6 FOR FURTHER INFORMATION.

ATTENTION BUSINESS OWNERS!



ADMIN OFFICE AS A PRIMARY LAND USE IS A PROHIBITED LAND USE IN THE 5.4 AND 5.4A GENERAL INDUSTRIAL ZONE (SEE GRAPHIC ABOVE).

MEDICAL OFFICE, RESTAURANT AND OTHER SPECIFIC USES IN THE 5.1 IBC (IRVINE BUSINESS COMPLEX) REQUIRE A CONDITIONAL USE PERMIT (CUP).

**TO CHECK THE ZONING OF A LOCATION
PLEASE CALL:**

THE DEVELOPMENT ASSISTANCE CENTER: (949) 724-6308.

You may also search the City of Irvine's "Online Parcel Information" at:
<http://www.cityofirvine.org/depts/cd/gis/parcel.asp>

The City of Irvine Zoning Ordinance can also be found online at:
<http://www.municode.com>