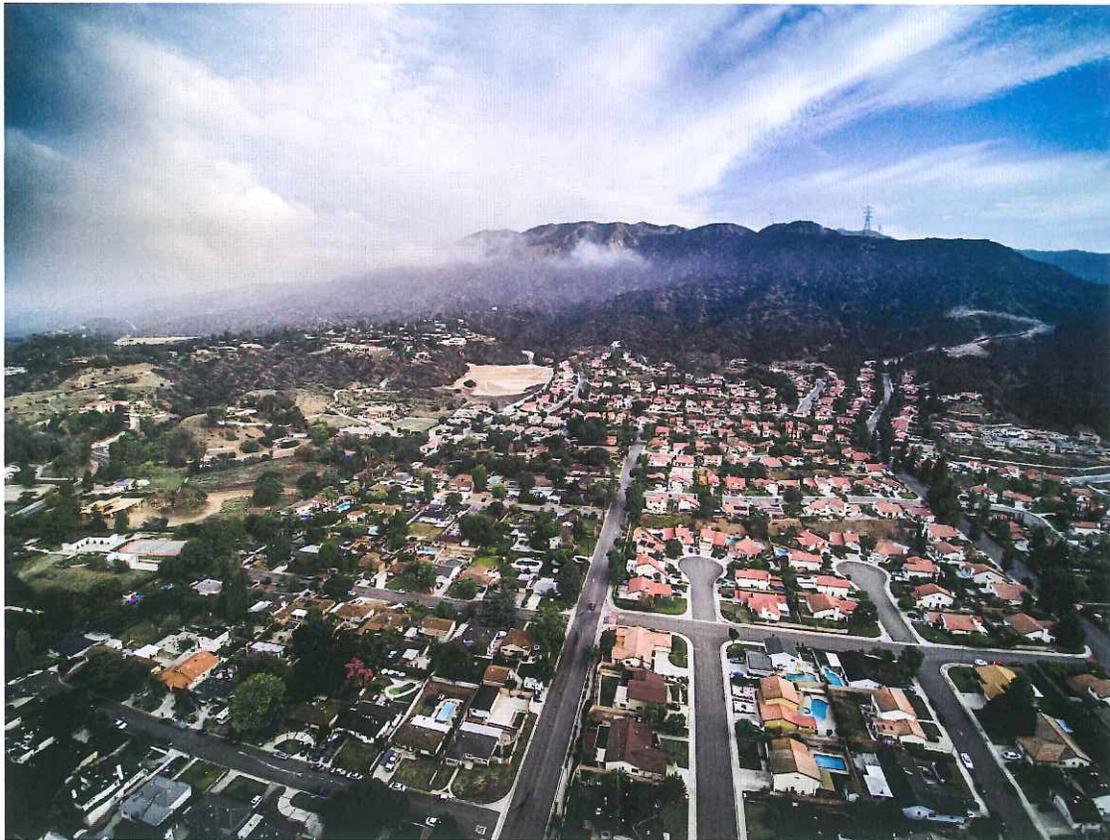


# *How to Do Business in Duarte*

A Guide For Business Creation and Expansion



*City of Duarte • 1600 Huntington Drive • Duarte, CA 91010*  
*www.accessduarte.com • (626)357-7931*

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### *Welcome to Duarte's Permit Guide*

The Business Permit Guide is intended to provide information about business permits issued by various government agencies that are represented in the City of Duarte. This guide will assist new and current business owners who may be contemplating on expanding or changing their business. Developers and builders may also find this guide useful in becoming familiar with the City standards and requirements.

This Guide will assist business owners in obtaining a fictitious business name, State and Federal tax identification number, and more – tasks that virtually all businesses must complete. The Guide also addresses steps relevant to some, but not all businesses, such as use permits, sales tax permits, etc. We outline development regulations in the City of Duarte, and provide resources for technical, hiring, and financial assistance.

If you have any further questions regarding business creation and expansion in the City of Duarte, please contact the City's Economic Development Department at (626) 357-7931 ext. 235/230 or visit [www.accessduarte.com](http://www.accessduarte.com)



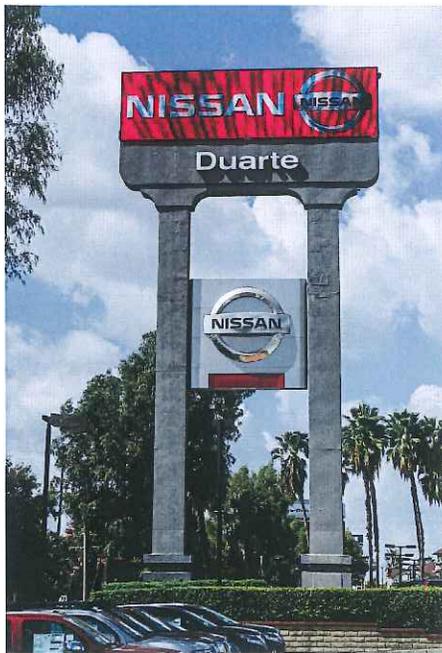
## *Application Procedure*

Every person or company conducting business in the City of Duarte is required to obtain a business license. Business license applications can be obtained at City Hall or at [www.accessduarte.com](http://www.accessduarte.com). Included are apartment buildings, retail outlets, wholesalers, manufacturers, service companies, contractors, professionals, self-employed persons and home-based businesses. You must register and pay for the business license *PRIOR* to the commencement of business within Duarte. The business license tax is paid *ANNUALLY*. The City sends renewal notices as a courtesy to the business owner, but it is the responsibility of the individual business owner to be aware of the business tax due date and make payment in a timely manner.



Business licenses are not transferable or assignable to any other person or corporation. If there is a change in ownership, the City of Duarte must be notified and a new application completed.

Business Licenses cannot be issued when an additional permit is required before operations begin. For example, additional permits and/or documentation are required for firearm sales, bingo, handbill distribution, fortune telling, charitable, and door-to-door solicitations, and mobile food carts or food trucks.



### ***Fees***

License fees will vary according to the type of business. It is important to call the City of Duarte, Finance Department, to determine the exact fees charged for specific businesses. The business license fee for a fixed location is based on a flat rate plus an additional amount for the number of employees. Apartment building fees are based on the number of units. Vending machine businesses are based on gross receipts. Failure to pay the business license fees when due will result in the assessment of penalties. A 10% per month cumulative penalty is charged for business licenses renewed after the expiration date.

### ***Request for Application***

If you are interested, visit our website at [www.accessduarte.com](http://www.accessduarte.com) to download an application. Mail in your application and the appropriate business license amount. Feel free to contact us if you have any questions regarding a business license.

*For more information on  
obtaining a Business License,  
call Administrative Services at  
(626) 357-7931, ext. 213  
Monday - Thursday  
7:30 am - 6:00 pm  
(Closed on Fridays,  
Weekends, & Holidays)*



## *Getting Started with City Permits*

### ***Zoning***

Every property in Duarte has a zoning designation, allowing certain types of uses in each zone. Do you know what zone your business will be located in? Before applying for permits, you should make certain your proposed property use is approved with current zoning. If you are unsure, a planner may assist you in determining whether the proposed use is consistent with the zoning for your preferred location, what additional permits you may need, or direct you to other areas with appropriate zoning.

### ***Conditional Use Permit***

A Conditional Use Permit is a request to allow a use which, while permitted under the use standards of a particular zoning district, may have potential to create adverse impacts on surrounding properties. The permit is “conditional” in that specific restrictions, or conditions, are typically placed on the use to ensure that it will not adversely affect the vicinity and the City as a whole.

### ***Building Permits and Inspections***

Building permits are required for all new buildings, additions, and alterations to existing buildings. Permits for minor additions and miscellaneous structures, such as signs and tenant improvements, can often be reviewed and a permit issued on the same day. Depending on the type of construction being performed, plumbing, mechanical, or electrical permits may also be required.

Inspection requests can be made by calling our inspection request hotline. When leaving a message, please include the following information: Name, Address, Phone Number, Permit Number, and Type of Inspection. Inspection times will vary depending on the Inspection staff’s work load. Inspections are normally performed Monday through Friday between 10:00 a.m. and 4:30 p.m. For more information on zoning, permits, and inspections call the Planning Department at (626) 357-7931, ext. 230/235.

*For more information on Zoning, Permits, and Inspections, call the Planning Department at (626) 357-7931 ext. 230/235 Monday - Thursday 7:30 am - 6:00 pm (Closed on Fridays, Weekends, & Holidays)*

### ***Certificate of Occupancy***

Prior to moving your business into a new or existing building or changing an existing occupancy classification of a building, a Certificate of Occupancy is required. The purpose of the Certificate of Occupancy is to ensure that the proposed use conforms to applicable zoning and that the building meets California Building Code requirements. The City’s Building and Safety Division is responsible for issuing Certificates of Occupancy on behalf of the City. Once an application is received, Building and Safety may need to conduct an inspection. If no violations or substandard conditions are identified, the City will issue the Certificate of Occupancy.

### ***Home Occupations***

Duarte allows the operation of a business out of your home if it is an "office" type business. The following performance and development standards apply to the establishment and operation of a permitted home occupation:

- The residence in which a home occupation is conducted does not demonstrate any indication of a business (such as a sign).
- No more than one room may be used for business purposes. Required garages cannot be used for the business in any manner, including storage of materials, and no portion of the business shall be conducted out of doors.
- The business generates no more than 10 vehicle trips per day.
- The business cannot produce any noise, heat, vibration, glare, dust, or odor effects other than those ordinarily associated with a residential use.
- No retail sales are allowed on the premises other than sales by phone or mail.



### ***Permanent Sign Permits***

A sign permit is required for any new sign or changes to existing signage. Information is available in the Duarte Development Code and online at [www.accessduarte.com](http://www.accessduarte.com)

### ***Temporary Sign and Banner Permits***

Sign and banner permits allow the temporary use of banners or the permanent placement of signs throughout the City. The use of banners, pennants, flags, and other temporary signs to promote or advertise special events, civic activities, grand openings, and special sales are permitted subject to compliance with the regulations in the Duarte Development Code.



*For more information on Sign Permits, call the Planning Department at (626) 357-7931 ext. 230/235 Monday - Thursday 7:30 am - 6:00 pm*

## *Los Angeles County Permits*

After verifying compliance with City standards regarding your business, the next step in the process is to work with the County of Los Angeles on setting up your business.

### ***Fictitious Business Name Statement***

Doing business in Duarte does not require a fictitious business name. However, if you will conduct business under a name other than your legal name, you need to file a Fictitious Business Name Statement with the County Clerk's Office. This statement can be filed within 40 days of the first day of business; however, it is recommended that you file before opening your business to avoid confusion. Another name for a Fictitious Business Name is "Doing Business As" or DBA.

*For more information on Fictitious Business Names, contact the County Clerk's Office at (213) 978-1020 and the L.A. County Register at (800) 815-2666*

To file, check the business name index at the County Clerk's Office to make sure no one else is doing business under the name you have chosen. There are fees for filing and publishing a Fictitious Business Name Statement with one name/one owner and an additional fee for further owners and names. After a Fictitious Business Name Statement has been filed, you will receive a certified copy of the application. The bank you choose for your business' financial transactions will request a copy of this certified form to open your account.

Within 30 days after filing a Fictitious Business Name Statement, you need to publish the statement in a newspaper of general circulation in the County. The statement must be published once a week for four weeks. Depending on the newspaper's policy, either you or the newspaper will need to send proof of publication to the County Clerk. Many local newspapers provide the filing and publishing service. For more information, please contact the County Clerk's Office and the Los Angeles County Register.

### ***Food Related Business Plan Check***

If you are constructing a new food-related facility or are planning to make any type of tenant improvements to an existing food-related facility, you need to go through a plan check with the County's Environmental Health Division. Before your plans are submitted to the County, they must be reviewed and approved by the City's Planning and Building offices.



*For more information on Food Related Business Plan Checks and Health Permits, contact the Department of Public Health at (626) 430-5380 or visit their website at [www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)*

In the case of tenant improvements, a plan check by the County is required only if the improvements you plan to make are related to the food preparation area of your establishment such as changes to any permanently installed equipment, structural changes to the food preparation area, or if food storage areas are changed.



### ***Health Permit***

A food, facility, and public pool plan check is needed for pool cleaning, septic tank business, public swimming pool installation, and hazardous waste usage. A Health Permit, issued by the County's Environmental Health Division, is required before you open for business. Fees for a Health Permit are based on square footage and business category.

A Health Permit is required for the following businesses:

- Restaurants
- Automotive, Gas Stations
- Packaging Warehouses
- Bars
- Pool Cleaning Businesses
- Bread Stores
- Private Wells
- Dry Cleaners
- Retail Markets
- Food Establishments/Mobile Food
- Food Distributors
- Soft Serve Machines
- Manufacturer of Food
- Swimming Pools
- Underground Hazardous Materials

### ***Hazardous Materials Disclosure Program***

The laws and regulations for the Hazardous Materials Disclosure Program are contained in California Health and Safety Code (HSC) Chapter 6.95 and California Code of Regulations (19 CCR) Title 19. The Hazardous Materials Disclosure Program fulfills Federal and State Community Right-To-Know requirements and provides detailed information for use by emergency responders such as Fire Fighters and Hazardous Materials Specialists. The owner or operator of any business shall submit a hazardous materials inventory and contingency plan if the business handles or stores hazardous materials equal to or above the following quantities:

- 55 gallons for liquids
- 500 pounds for solids
- 200 cubic feet for gases
- Quantities of radioactive materials for which an emergency plan is required under Federal Regulations
- Regulated substances (RS) must be reported if the listed Threshold Quantity (TQ) is exceeded

In addition, businesses subject to EPCRA (Emergency Planning and Community Right-to-Know Act) shall annually submit one signed Hazardous Material Inventory Chemical Description Form for each hazardous material subjected to EPCRA according to the following conditions:

- Hazardous chemicals equal to or greater than 10,000 lbs. or
- Extremely hazardous substances equal to or greater than 500 lbs. or at the Threshold Planning

Quantity (40 CFR, Pt 355 App A), whichever is lower, for questions on EPCRA, call (800) 424-9346.

### ***Weights & Measure Device Registration***

If you will be using commercial weighing or measuring equipment in your business, you are required to notify the County within 24 hours of equipment installation. Businesses such as delicatessens, grocery stores, or gas stations are included in this category. Within two weeks of notification, the scales or weights in your business will be inspected. The County of Los Angeles bills businesses annually on July 1 for registration fees.

### ***State and Federal Permits***

#### ***Alcohol Beverage License***

You should also check with the City of Duarte's Planning Department for zoning clearance and Conditional Use Permit requirements. For special temporary events, you must also obtain a temporary permit from the State Department of Alcoholic Beverage Control. If you want to sell alcoholic beverages from your business, you must obtain a license from the State Department of Alcoholic Beverage Control. The type of license you obtain depends on whether you sell alcoholic beverages for



*For more information on the Department of Alcohol Beverage Control, call (626) 256-3241*

consumption off the premises (such as a grocery store or liquor store), or for consumption on the premises (such, as a restaurant or bar). The initial licensing fee can vary greatly depending upon the nature of the project.

The license must be renewed annually and the cost will vary according to the type of license. The processing time for Alcoholic Beverage Control Department (ABC) averages 45-60 days. For details regarding proper documentation, contact the Santa Ana District Office of the Department of Alcoholic Beverage Control. Due to the high volume of permit requests, you must call for an appointment to begin the application process.

### ***Employer Registration***

If you hire employees, you must register with the State Employment Development Department and the IRS within 15 days after your employees are hired. You must obtain a State Employer Tax Identification Number and a Federal Employer Identification Number. You must withhold State Income Tax, Disability and Unemployment Insurance, and Employment Training Tax.

### ***Income Tax***

For information regarding employee withholdings, self-employment tax, sole proprietorship, partnership, and corporation taxes, contact the IRS. The IRS will also provide you with a Federal Employer Identification Number. Once a year, every business in the State of California is required to submit a Business Income Tax Statement to the State Franchise Tax Board.



### ***Seller's Permit (Sales Tax)***

If you will be selling tangible personal property in the State of California, you must apply for a Seller's Permit with the State Board of Equalization. If your business is a partnership, one of the partners should be present to apply for the permit. If your business is a corporation, one of the corporate officers must bring the Articles of Incorporation at the time of the filing. There is no fee for a Seller's Permit, however, depending on your type of business, you may be required to post a deposit, which would be refundable after three years of non-delinquent payments.

### ***More Resources and Assistance***

#### ***Duarte Chamber of Commerce***

Duarte has a strong Chamber of Commerce that is an excellent resource for businesses. The mission of the Duarte Chamber of Commerce is to promote business interests and protect the free enterprise system, to pursue a healthy economy, and strive for a better quality of life in our community. The Chamber is the voice of the business community on local, county and state issues. Membership bulletins and newsletters keep members informed about Chamber programs and activities. Members receive the Chamber's official publication Duarte along with e-mail blasts and updates.

### ***Business Registration***

The Duarte Chamber has a voluntary Business Registration Program that includes all businesses in commercial areas throughout the City. While the program is voluntary, participation allows us to better communicate with the businesses and help gain insight on the local business climate. Each participating business has the option of receiving newsletters, information regarding upcoming city events, and construction updates. There is NO FEE associated with this program.

*For more information, call  
the Chamber of Commerce  
at (626) 357-3333*

### ***Score Los Angeles County***

SCORE is a nationwide nonprofit organization dedicated to the formation, growth, and success of small business. SCORE is a resource partner with the U.S Small Business Administration (SBA). Over 10,500 successful executives located in 389 local chapters throughout the United States, volunteer to provide free, confidential business counseling and low cost workshops as a public service to businesses. SCORE is a great source of free and confidential small business advice to help you build your business—from idea to start-up to success.

*For more information, call  
SCORE at  
(818) 552-3206*

SCORE volunteers are available to help you to leverage their expertise and energies to implement proven business practices in accomplishing your business objectives.

Some of the services SCORE offers include:

- No-cost personal counseling and mentoring at the variety of local SCORE offices
- The confidential advice of professional business men and women
- Experts on business issues who will help you analyze problems and find solutions
- Non-confrontational discussions

SCORE Los Angeles County also offers low-cost workshops for both start-up and existing business entrepreneurs. Local business experts conduct training across a variety of relevant subjects including starting a business, business plans, marketing, finance, import/export, human resources and more.

### ***Small Business Administration***

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. Small businesses are critical to our economic recovery and strength, to building America's future, and to helping the United States compete in today's global marketplace. The SBA website has extensive information including: loan programs, free e-newsletters, and free online training courses on a variety of business topics.

*For more information, on  
SBA, call (818) 552-3201*



***San Gabriel Valley Small Business Development Center***

The San Gabriel Valley Small Business Development Center uses a variety of resources to counsel small business owners in financial, marketing, production, organizational, engineering, technical, and other management topics. Assistance is available to help develop feasibility studies, business plans, cash flow analysis and financial statements. Both one-on-one and group counseling sessions are offered at no cost to the small business. Seminars and special training are available for a nominal fee.

*For more information, on the San Gabriel Valley Small Business Development Center, call (626) 337-2101*

***Foothill One Stop Center***

The Foothill One-Stop Center provides comprehensive employment and training services, including a Resource Center with access to computers, fax machines, copiers, and telephones. Other services include a resume distribution program; a career resource library, labor market information, networking opportunities, job search workshops, on-site interviews with local employers, transferable skills information, job leads, and training programs.

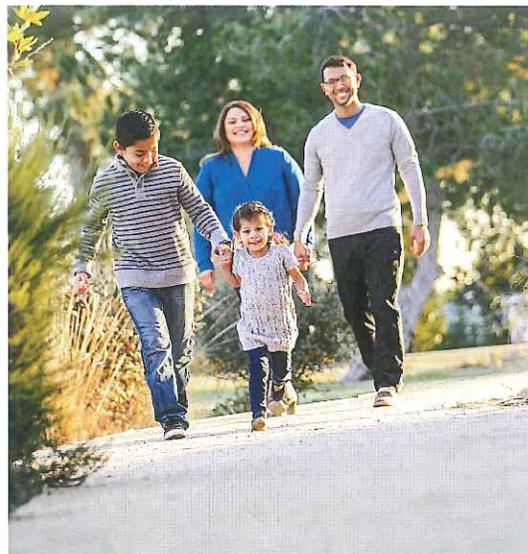
*For more information, on the Foothill One Stop Center, call (626) 796-5627*

***Los Angeles County Business Council***

The Los Angeles Business Council (LABC) provides advocacy for regional economic development throughout the county.

The LABC accomplishes its mission by leading a high profile programs for business interests throughout California and the nation, focusing on three core initiatives: infrastructure, workforce development and workforce housing.

*For more information, on the Los Angeles County Business Council call (310) 226-7460*



## Business Resource Directory

### *City of Duarte*

City Manager	(626) 357-7931 ext. 223	
Administrative Services	(626) 357-7931 ext. 211	
City Clerk	(626) 357-7931 ext. 223	
Community Development	(626) 357-7931 ext. 230/235	
Planning	(626) 357-7931 ext. 230/235	
Economic Development	(626) 357-7931 ext. 230/235	
Building	(626) 357-7931 ext. 230/235	
Code Enforcement	(626) 357-7938	
Public Works & Engineering	(626) 357-7931 ext. 230/235	
Public Safety	(626) 357-7938	
Parks and Recreation	(626) 357-7931 ext. 201	

### *Los Angeles County Resources*

Los Angeles County Health Services	(800) 427-8700	
Los Angeles County Fire Authority	(323) 881-2411	
Agricultural Comm., Sealer of Weights & Measures	(626) 575-5471	

### *State of California Resources*

Department of Alcoholic Beverage Control	(626) 256-3241	<a href="http://www.abc.ca.gov">www.abc.ca.gov</a>
State Employment Development Department	(714) 288-2600	<a href="http://www.edd.ca.gov">www.edd.ca.gov</a>
State Franchise Tax Board	(800) 852-5711	<a href="http://www.ftb.ca.gov">www.ftb.ca.gov</a>
State Board of Equalization	(949) 588-4059	<a href="http://www.boe.ca.gov">www.boe.ca.gov</a>
<b>State Board of Equalization</b> <i>To obtain a Resale Number or Seller's Permit</i>	(626) 480-7200	1521 W. Cameron, Suite 300 West Covina, CA 91793
<b>Department of Health Services</b> <i>To obtain a Health Certificate or Permit</i>	(626) 813-3380	West Covina District 1435 West Covina Pkwy, Rm 10 West Covina, CA 91790
<b>Registrar-Recorder/Los Angeles County Clerk</b> <i>For business filing and registration - fictions name or DBA</i>	(626) 462-2177	12400 Imperial Highway Norwalk, CA 90650

### *Other Resources*

Duarte Chamber of Commerce	(626) 357-3333	<a href="http://www.duartechamber.com">www.duartechamber.com</a>
SCORE Los Angeles County	(818) 552-3206	<a href="http://www.scorela.org">www.scorela.org</a>
Los Angeles County Register	(800) 815-2666	
Small Business Administration	(818) 552-3201	<a href="http://www.sba.gov">www.sba.gov</a>
San Gabriel Valley Small Business Development Center	(626) 337-2101	<a href="http://www.SanGabrielValleySBDC.com">www.SanGabrielValleySBDC.com</a>
Los Angeles Business Council	(310) 226-7460	<a href="http://www.labusinesscouncil.org">www.labusinesscouncil.org</a>
Foothill One Stop Career Center	(626) 796-5627	
Los Angeles Times	(213) 237-5000	<a href="http://www.latimes.com">www.latimes.com</a>

## BUSINESS RESOURCES

Please refer to the following listing of agencies you may need to contact prior to the opening of your business.

### Los Angeles County

<b>Department of Public Health</b> <i>To Obtain a Health Certificate or Permit</i>	5050 Commerce Drive Baldwin Park, CA 91706 <a href="http://publichealth.lacounty.gov/index.htm">http://publichealth.lacounty.gov/index.htm</a>
<b>Los Angeles County Fire Department</b> <i>For Fire Safety Inspections or Filming Permit Approval</i>	1320 N. Eastern Avenue Los Angeles, CA 90063 <a href="mailto:info@fire.lacounty.gov">info@fire.lacounty.gov</a> (323) 881-2411 <a href="http://www.fire.lacounty.gov/">http://www.fire.lacounty.gov/</a>
<b>Los Angeles County Registrar-Recorder/County Clerk</b> <i>To File and Register for a Fictitious Name Statement or DBA</i>	12400 Imperial Highway Norwalk, CA 90650 (626) 462-2177 <a href="https://www.lavote.net/">https://www.lavote.net/</a>
<b>Los Angeles County Sanitation District</b> <i>To Obtain a Discharge Permit</i>	1955 Workman Mill Road P.O. Box 4998 Whittier, CA 90607-4998 (562) 699-7411, Ext. 2900 <a href="http://www.lacsd.org/">http://www.lacsd.org/</a>

### Federal & State of California

<b>Internal Revenue Services (IRS)</b> <i>To Obtain a Federal Tax Identification Number</i>	<a href="https://www.irs.gov/businesses/small-businesses-self-employed">https://www.irs.gov/businesses/small-businesses-self-employed</a>
<b>Board of Equalization</b> <i>To Obtain a Resale Number or Seller's Permit (Sales Tax)</i>	1521 W. Cameron West Covina, CA 91790 (626) 480-7200 Fax (626) 480-7260 <a href="http://www.boe.ca.gov">www.boe.ca.gov</a> <a href="https://www.boe.ca.gov/info/reg.htm">https://www.boe.ca.gov/info/reg.htm</a>
<b>Department of Alcoholic Beverage Control</b> <i>To Sell Alcoholic Beverages</i>	222 E. Huntington Drive, Ste 114 Monrovia, CA 91016 (626) 256-3241 Fax (626) 357-4173 <a href="mailto:MNR.Direct@abc.ca.gov">MNR.Direct@abc.ca.gov</a> <a href="http://www.abc.ca.gov/">http://www.abc.ca.gov/</a>
<b>Employment Development Department</b> <i>To Register As a New Employer</i>	<a href="http://www.edd.ca.gov">www.edd.ca.gov</a>

### Local Contacts

<b>City Business License</b> <i>All Businesses &amp; Contractors Must Apply</i>	1600 Huntington Drive Duarte, CA 91010 (626) 386-6813 <a href="http://www.accessduarte.com">www.accessduarte.com</a>
<b>Duarte Chamber of Commerce</b> <i>Opportunities for Community Networking, Business Registration &amp; Membership</i>	1634 Third Street Duarte, CA 91010 (626) 357-3333 <a href="http://www.DuarteChamber.com">www.DuarteChamber.com</a>
<b>Planning Division</b> <i>To check zoning and verify if there are restrictions or permits required on the use of the building where you plan to locate your business</i>	(626) 357-7931 Ext. 235/230 Planning Division