

ALL BUSINESS LICENSEES

Every person who operates a business within the City of Duarte must obtain a Business License and comply with all provisions of the Duarte Municipal and Development Codes. Only businesses specifically exempted by State or Federal statute are not required to obtain a Business License. Business Licenses are not transferable and are terminated when business ownership changes or ceases to operate in Duarte.

Please complete the "Notice of Business Closure" if you are terminating your business license.

FIXED LOCATION ONLY**Business License Application Procedure**

1. **Complete application.** Complete the business license application in full. It must be signed and dated.
2. **Application review.** Check with the Community Development Department to be sure the planned location is properly zoned for the business. A City Planner will review the application. Also, Duarte Municipal and Development Code requirements for allowable signs, outside storage, parking, etc., are discussed with the applicant.
3. **Fee payment.** Pay the business license fee when you submit the completed form to the Finance Division.
4. **Business license issuance.** The Finance Division issues a one-year business license, effective from the date the location was leased or purchased.
5. **Approvals.** The Finance Division will notify the Community Development Department that the new business is licensed and active.
6. **License renewal.** All business licenses expire annually on the last day of the month of issuance. As a courtesy, business license renewal applications are mailed to each registered business in the City approximately one month prior to expiration. However, there is no obligation for the City to advise you that your license must be renewed. It is the responsibility of each business to keep its business license current. If you do not receive a renewal application, contact the Business License section at (626) 386-6813.
7. **Penalty.** A 10% per month cumulative penalty is charged for business licenses renewed after the expiration date.
8. **Banner regulations.** If you want to install a temporary outdoor banner, check with the Community Development Department for the fees and regulations by calling (626) 357-7931, ext.230/235. 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 regulation in the DDC Chapter 19.42.
9. **Business license grounds for revocation or suspension.** Any license issued under the provisions of the DMC 5.08.350 may be revoked by the Director of Finance upon the failure on the part of the licensee to pay the charges imposed by this chapter or to file reports as required by this chapter within sixty days after such charges or reports become due. (Ord. 71 § 36, 1960)

AFFIRMATION

I have read and understand the requirements of a business license and do hereby agree to comply with the conditions stated above and to limit my activities to the business described by me above. I also understand that any violation of regulations governing a business will be sufficient reason for revoking the business license and continued operation after revocation may be a misdemeanor.

Signature _____

Date _____

Print Name _____

Conditions of Approval _____

Signature of Planner _____

Date _____

BUSINESS ACTIVITIES & SOLICITORS PERMIT

Business activity is not permitted on sidewalks or on improved or unimproved lots within the City without a special permit.
Anyone soliciting, peddling, or canvassing in the City must obtain a Solicitors permit.