



**Licensing & Cashiering**  
**310-349-2935 office**  
**310-978-9858 fax**

**Requirements for solicitation:**

**I. Current City Business license (for company)**

- a. Completed application for business tax certificate/permit & fees (based on total gross receipts or operating costs)
  - i. Only owners, corporate officers/member may be listed on forms & sign
- b. Completed business identification #s form
- c. Completed commercial industrial use questionnaire or home occupancy questionnaire (if applicable: based on business location if within Hawthorne's jurisdiction)
  - i. Copy of original lease agreement and/or sub-lease (must have written consent from property owner and/or business owner), if business is a commercial location located within Hawthorne's jurisdiction
- d. Copy of Articles of formation filed with Secretary of State (business is an entity)
- e. Copy of most recent "Statement of Information" filed with Secretary of State, showing current officers/members, if business is an entity
- f. Copy of Fictitious Business name a.k.a. D.B.A. ("Doing business as"), if applicable
- g. Proof of Non-Profit status (501c3) & latest financial statement (last year's tax filing or possibly last month's bank statement), if applicable
- h. Additional items may be necessary (please verify directly with the Licensing Dept.)
- i.

**II. Solicitors license (for company)**

- a. Completed application for business tax certificate/permit & fees (business description = "soliciting company")
- b. Completed business identification #s form
- c. List of solicitors (full legal names & date of birth) & clear color photo of ID
  - i. Must indicate if individual is a W-2 employee or independent/1099 solicitor
    1. All independent contractors have additional requirements
      - a. Company has the option to apply for blanket license to cover individual solicitors (see municipal code)
- d. List of address/es for location(s)s & date(s) & time(s) to solicit
  - i. Signed written permission from business owner
  - ii. Signed written permission from property owner
- e. Copy of Articles of formation filed with Secretary of State, if business is an entity
- f. Copy of most recent "Statement of Information" filed with Secretary of State, showing current officers/members, if business is an entity
- g. Copy of Fictitious Business name a.k.a. D.B.A. ("Doing business as"), if applicable
- h. Proof of Non-Profit status (501c3) & latest financial statement (last year's tax filing or possibly last month's bank statement), if applicable
- i. Any information/documentation required by Hawthorne Municipal Codes (listed below & copy provided)
  - i. 5.56.030 Solicitor's license fee
  - ii. 5.56.040 Application for solicitor's license
  - iii. 5.56.050 Necessity for approval of licenses
  - iv. 5.56.080a Bond
  - v. 5.56.090 Service of process
  - vi. 5.56.100 Registration card
- j. Additional items may be necessary (please verify directly with the Licensing Dept.)

**III. Current City Business license (for Independent/1099 solicitors)**

- a. Completed application for business tax certificate/permit & fees (based on total gross receipts or operating costs)
  - i. Only owner(s), corporate officers/members may be listed on forms & sign
- b. Completed business identification #s form
- c. Completed commercial industrial use questionnaire or home occupancy questionnaire (if applicable: based on business location if within Hawthorne's jurisdiction)
  - i. Copy of original lease agreement and/or sub-lease (must have written consent from property owner and/or business owner), if business is a commercial location located within Hawthorne's jurisdiction
- d. Copy of Articles of formation filed with Secretary of State (business is an entity)
- e. Copy of most recent "Statement of Information" filed with Secretary of State, showing current officers/members, if business is an entity
- f. Copy of Fictitious Business name a.k.a. D.B.A. ("Doing business as"), if applicable
- g. Proof of Non-Profit status (501c3) & latest financial statement (last year's tax filing or possibly last month's bank statement), if applicable
- h. Additional items may be necessary (please verify directly with the Licensing Dept.)

**IV. Solicitors license (for independent/1099 contractors)**

- a. Completed application for business tax certificate/permit & fees ("business description = "independent solicitor (1099)" or "3<sup>rd</sup> party soliciting company")
- b. Completed business identification #s form
- c. List of solicitors (full legal names & date of birth) & clear color photo of ID
  - i. Must indicate if individual is a W-2 employee or independent/1099 solicitor
- d. List of address/es for location(s) & date(s) & time(s) to solicit
  - i. Signed written permission from business owner
  - ii. Signed written permission from property owner
- e. Copy of Articles of formation filed with Secretary of State, if business is an entity
- f. Copy of most recent "Statement of Information" filed with Secretary of State, showing current officers/members, if business is an entity
- g. Copy of Fictitious Business name a.k.a. D.B.A. ("Doing business as"), if applicable
- h. Proof of Non-Profit status (501c3) & latest financial statement (last year's tax filing or possibly last month's bank statement), if applicable
- i. Any information/documentation required by Hawthorne Municipal Codes (listed below & copy provided)
  - i. 5.56.030 Solicitor's license fee
  - ii. 5.56.040 Application for solicitor's license
  - iii. 5.56.050 Necessity for approval of licenses
  - iv. 5.56.080a Bond
  - v. 5.56.090 Service of process
  - vi. 5.56.100 Registration card
- j. Additional items may be necessary (please verify directly with the Licensing Dept.)

**V. Business license fees**

- a. Application processing fee = \$56.00
- b. Annual state mandated fee = \$4.00
- c. Annual pre-paid business tax (see gross receipts schedule)
- d. In-city commercial locations = \$223.00
- e. In-city home-based locations = \$200.00

**VI. Solicitation license fees**

- a. Application processing fee = \$56.00
- b. Solicitor's license fee = \$50.00 per year or \$10.00 per day
- c. Blanket license fee = \$150.00 per year, plus \$10.00 per year per solicitor/canvasser

VII. Applications are subject to approval, prior to issuance of certificate.

VIII. All licenses / permits expire on December 31st, annually, unless otherwise stated in Municipal Code. Renewals are due no later than January 31<sup>st</sup> or penalties apply

IX. The Licensing department must be notified immediately if of the following occur; business moves locations, change of address, change of ownership/change in entity, or ceases.

**Hawthorne Municipal Code: Chapter 5.56 PEDDLERS, SOLICITORS AND ITINERANT MERCHANTS**  
**5.56.010 Peddlers' license fees.**

Every person engaging in the business of peddler shall pay a license fee as follows:

A. Wholesale or Retail on Foot, Generally. Twenty dollars per day or two hundred dollars per year if operating on foot and peddling any goods or other personal property for which a license fee is not specifically prescribed elsewhere in this code.

B. Wholesale or Retail on Vehicle, Generally. Two hundred dollars per year or fifteen dollars per day for each vehicle used in such business of operating by vehicle and peddling goods or other personal property for which a license fee is not specifically prescribed elsewhere in this code.

C. Flowers or Nursery Stock. Fifty dollars per year or ten dollars per day, if peddling flowers, ferns, plants or nursery stock.

D. Foodstuffs. Three hundred dollars per year or twenty-five dollars per day for each vehicle, cart, basket, tray or container used in such business, if operating by vehicle, hand or push cart, tray or container, and peddling fresh meats, game, poultry, fish, fresh butter, eggs, bread, crackers, cakes, pies, confections or other foodstuffs for which a license fee is not specifically prescribed elsewhere in this code.

E. Ice Cream, Fruits and Vegetables. Two hundred fifty dollars per year nonapportionable for each vehicle used in such business, if operating by vehicle and peddling ice cream, fruits and/or vegetables for which a license fee is not specifically prescribed elsewhere in this code.

F. Medicine. One hundred fifty dollars per year if peddling medicine—nonapportionable.

G. Patriotic Souvenirs. One hundred dollars per year if peddling patriotic souvenirs or goods of a similar character.

H. Notions Peddler. One hundred fifty dollars per year or ten dollars per day if peddling flags, banners, balloons, horns, trumpets, musical or noisemaking instruments of any kind, toys, badges, shoestrings, hairpins, notions, combs or souvenirs of any kind, whether with entertainment or otherwise, except patriotic souvenirs or goods of a similar character.

I. Traveling Store. Six hundred dollars per year nonapportionable for each vehicle, automobile or truck used in such business, if engaged in selling or offering for sale upon the streets, from any vehicle, automobile or truck, commonly known as a rolling or traveling grocery store, groceries or articles usually carried for sale in grocery stores.

J. Non-profit or charitable organizations shall be exempt from and shall not be required to pay a business license fee for engaging in peddling. Upon providing proof of non-profit or charitable status, the non-profit or charitable organization shall be permitted to peddle for a single period not to exceed thirty days in any one calendar year. (Ord. 1588 § 3, 1995; prior code § 6-900.)

**5.56.020 Necessity for approval of certain peddlers' licenses.**

Applications for a license to peddle baked goods, box lunches, unwrapped food products, fruits, vegetables or ice cream shall be referred to the health officer for approval whether to be licensed under this chapter or Chapter 5.42. (Prior code § 6-901.)

**5.56.030 Solicitor's license fee.**

A. Every person engaging in the business of soliciting or canvassing shall pay a license fee of one hundred fifty dollars per year or ten dollars per day.

B. None of the license fees provided for by this section shall be so applied as to occasion an undue burden upon interstate commerce. In any case where a license fee is believed by a licensee or applicant for license to place an undue burden

upon such commerce, he may apply to the city attorney for an adjustment of the fee so that it shall not be discriminatory, unreasonable or unfair as to such commerce. Such application may be made before, at, or within three months after payment of the prescribed license fee. The applicant shall, by affidavit and supporting testimony, show his method of business and the gross volume or estimated gross volume of business and such other information as the city attorney may deem necessary in order to determine the extent, if any, of such undue burden on such commerce. The city attorney shall then conduct an investigation, comparing applicant's business with other businesses of like nature and shall make findings of fact from which he shall determine whether the fee fixed by this section is unfair, unreasonable or discriminatory as to applicant's business and shall fix as the license fee for the applicant, an amount that is fair, reasonable and nondiscriminatory, or, if the fee has already been paid, shall order a refund of the amount over and above the fee so fixed. In fixing the fee to be charged, the city attorney shall have the power to base the fee upon a percentage of gross sales, or any other method which will assure that the fee assessed shall be uniform with that assessed on businesses of like nature so long as the amount assessed does not exceed the fees as prescribed by subsection A of this section. Should the city attorney determine the gross sales measure of the fee to be the fair basis, he may require the applicant to submit, either at the time of termination of applicant's business in the city, or at the end of each three-month period, a sworn statement of the gross sales and pay the amount of fee therefor, provided that no additional fee during any one fiscal year shall be required after the licensee shall have paid an amount equal to the annual license as prescribed herein.

C. Blanket License. Whenever any person necessarily employs, or wholesales goods to, solicitors or canvassers in the conduct of his business, he may, in lieu of the license fee or fees required to be paid hereunder by such solicitor or canvasser, pay a blanket license fee of one hundred fifty dollars per year, plus ten dollars per year per solicitor or canvasser so employed or engaged, provided he:

1. Makes application for such blanket license in his own name;
2. Complies with Sections 5.56.040 and 5.56.080 insofar as applicable, the bond to be in a minimum amount of five hundred dollars but not less than one hundred dollars for each such solicitor; provided, however, that in the event said solicitors are residents of the city and the applicant is a resident of or has qualified to do business in the state, no compliance with said sections shall be required;
3. Furnishes the city with assurances satisfactory to the chief of police that the solicitors or canvassers employed by him in his business, or associated with him as retailers of his goods, are of good character and have business responsibility and are free from contagious, infectious or communicable disease;
4. Keeps and maintains a current list of the solicitors and canvassers employed by him or associated with him as retailers, setting forth the names, addresses and criminal record, if any, of each solicitor or canvasser, which list shall be furnished the chief of police on request. In the event a valid blanket license is issued as in this subsection provided, and remains unsuspended and unrevoked, solicitors and canvassers so employed or engaged will be exempt from complying with the provisions of this chapter pertaining to them as solicitors, but must carry a valid registration card, as hereinafter required.

D. It is unlawful for any person to engage in any form of door to door solicitation in any residential zone between the hours of seven p.m. Standard Time or eight p.m. Daylight Savings Time every day and nine a.m. the following day, except upon express invitation or consent of the resident to be solicited. (Ord. 1715 § 1, 2001; Ord. 1588 § 1, 1995; prior code § 6-902.)

#### **5.56.040 Application for solicitor's license.**

A. Individual License. In addition to the information required by Section 5.06.020 of this code, applications for an individual solicitor's license shall state:

1. Permanent home address and full local address of the applicant;
2. A brief description of the nature of the business and the goods to be sold;
3. If employed, the name and address of the employer, together with credentials establishing the exact relationship;
4. The place where the goods or property proposed to be sold, or orders taken for sale thereof, are manufactured or produced, where such goods or products are located at the time said application is filed, and the proposed method of delivery;

5. A photograph of the applicant, taken within sixty days immediately prior to the date of the filing of the application, which picture shall be two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner;

6. The finger and thumb prints of the applicant, and the names of at least two reliable property owners of the county, who will certify as to the applicant's good character and business respectability, or in lieu of the names of references, such other available evidence as to the good character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and business responsibility;

7. A statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefor; and

8. A statement by a reputable physician of the city, dated not more than ten days prior to submission of the application, certifying the applicant to be free of contagious, infectious or communicable disease.

B. Blanket License. In addition to the information required by Section 5.06.020 of this code, applications for a blanket solicitor's license shall contain a statement setting forth the relationship between the applicant and his or her solicitors, the number of solicitors employed by him or her or associated with him or her as retailers in the city, and such other information as may be required, including data as required by Section 5.56.070:

1. If employed, the name and address of the employer, together with credentials establishing the exact relationship;

2. The place where the goods or property proposed to be sold, or orders taken for the sale thereof, are manufactured or produced, where such goods or products are located at the time said application is filed, and the proposed method of delivery;

3. A photograph of the applicant, taken within sixty days immediately prior to the date of the filing of the application, which picture shall be two inches by two inches showing the head and shoulders of the applicant in a clear and distinguishing manner;

4. The finger and thumb prints of the applicant, and the names of at least two reliable property owners of the county, who will certify as to the applicant's good character and business respectability, or, in lieu of the names of references, such other available evidence as to the good character and business responsibility of the applicant as will enable an investigator to properly evaluate such character and business responsibility;

5. A statement as to whether or not the applicant has been convicted of any crime, misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefor; and

6. A statement by a reputable physician of the city, dated not more than ten days prior to submission of the application, certifying the applicant to be free of contagious, infectious or communicable disease. (Prior code § 6-903.)

#### **5.56.050 Necessity for approval of licenses.**

Prior to the issuance of a license to engage in any activities as set out in this chapter, all applications shall be referred to the chief of police for investigation and approval. The chief of police shall cause an investigation of the applicant's business and moral character, as well as that of its agents, employees and subcontractors. Upon completion of his or her investigation, the chief of police shall notify, in writing, the director of licensing and code enforcement regarding his or her approval or denial of the licenses and the reasons therefor. (Ord. 1903 § 1, 2007; Ord. 1274 § 2, 1982.)

#### **5.56.060 Itinerant merchants and itinerant vendors and license fees therefor.**

A. Every person engaging in business as an itinerant merchant shall pay a license fee as established by the city council by resolution.

B. Every person engaging in business as an itinerant vendor shall pay a license fee as established by the city council by resolution. An itinerant vendor shall be defined as any person who occupies selling space provided by an itinerant merchant in a publicly owned building or structure in the city. An itinerant merchant shall be defined as any person who engages in a temporary business for the sale of goods and who for such purposes hires or occupies any publicly owned building or structure or portion thereof within the city.

C. The fees of both itinerant merchants and itinerant vendors shall be paid by the itinerant merchant in one lump sum at the time the rental fees for the use of the facility are paid. (Ord. 1141 § 2, 1977.)

#### **5.56.070 Application for itinerant merchant's license.**

In addition to the information required by Section 5.06.020 of this code, applications for an itinerant merchant's license shall state:

A. The place or places in the city where it is proposed to carry on applicant's business, and the length of time during which it is proposed that said business shall be conducted;

B. The place or places, other than the permanent place of business of the applicant where applicant within the six months next preceding the date of said application conducted a transient business, stating the nature thereof and giving the post office and street address of any building or office in which such business was conducted;

C. A statement of the nature, character and quality of the goods to be sold or offered for sale by applicant in the city, the invoice value and quality of such goods, whether the same are proposed to be sold from stock in possession or from stock in possession and by sample; where the goods or property proposed to be sold are manufactured or produced and where such goods or products are located at the time said application is filed;

D. A brief statement of the nature and character of the advertising done or proposed to be done in order to attract customers, and, if required by the city clerk, copies of all said advertising whether by handbills, circular, newspaper advertising, or otherwise, shall be attached to said application as exhibits thereto;

E. Whether or not the person or persons having the management or supervision of the applicant's business have been convicted of a crime, misdemeanor or the violation of any municipal ordinance, the nature of such offense and the punishment assessed therefor;

F. Credentials from the person for which the applicant proposes to do business, authorizing the applicant to act as such representative; and

G. Such other reasonable information as to the identity or character of the person or persons having the management or supervision of applicant's business or the method or plan of doing such business as the director of licensing and code enforcement may deem proper to fulfill the purpose of this section in the protection of the public good. (Ord. 1903 § 1, 2007; Ord. 1284 § 1, 1983; prior code § 6-906.)

#### **5.56.080 Bond.**

A. Solicitor. Every applicant for a solicitor's license, not a resident of the city, or who, being a resident of the city, represents a firm whose principal place of business is located outside the state, shall file a surety bond with the city in the sum of five hundred dollars, conditioned that such applicant shall comply fully with all of the provisions of this code, and the laws of the state, regulating and concerning the business of solicitor or canvasser, and guaranteeing to any citizen of the city that all money paid as a down-payment will be accounted for and applied according to the representations of the solicitor or canvasser, and further guaranteeing to any citizen of the city doing business with said solicitor or canvasser that the property purchased will be delivered according to the representations of said solicitor or canvasser.

B. Itinerant Merchant. Every applicant for an itinerant merchant's license shall file a surety bond with the city in the sum of five hundred dollars, conditioned that the applicant shall comply fully with all of the provisions of this code and the statutes of the state, and will pay all judgments rendered against such applicant for any violation of this code or said statutes. (Prior code § 6-907.)



### **5.56.090 Service of process.**

Before any solicitor's or itinerant merchant's license shall be issued, the applicant for such license shall file with the director of licensing and code enforcement an instrument nominating and appointing the director of licensing and code enforcement, or the person performing the duties of such position, his or her true and lawful agent, with full power and authority to acknowledge service or notice of process for and on behalf of said applicant in respect to any matters connected with or arising out of the business transacted under said license and the bond given as herein required, or for the performance of the conditions of said bond or for any breach thereof, which said instrument shall also contain recitals to the effect that said applicant for said license consents and agrees that service of any notice or process may be made upon said agent, and when so made, shall be taken and held to be as valid as if personally served upon the person or persons applying for the said license, according to the law of this or any other state, and waiving all claim or right of error by reason of such acknowledgment of service or manner of service. Immediately upon service of process upon the director of licensing and code enforcement, as herein provided, the director of licensing and code enforcement shall send to the licensee at his or her last known address, by registered mail, a copy of said process. (Ord. 1903 § 1, 2007; Ord. 1284 § 1, 1983; prior code § 6-908.)

### **5.56.100 Registration card.**

Every person engaged in the activities as set out in this chapter and Section 9.66.010 of this code together with each associate, employee, servant, agent, representative or similar person shall be required to procure from the chief of police, prior to commencing activity, a registration card. The registration card must be worn by the holder thereof upon the outer garment while engaged in the activities enumerated unless indicated otherwise by the chief of police. No person shall wear a registration card unless duly licensed and said card was specifically issued by the chief of police to him. The registration card shall contain the following:

- A. Name and address of registrant;
- B. Thumbprint of registrant;
- C. Nature of licensed activity;
- D. Photograph of registrant;
- E. Date of expiration of license. (Prior code § 6-909.)

### **5.56.110 Nonapplicability to charitable solicitations.**

This Chapter 5.56 shall not apply to charitable solicitations governed by Chapter 9.66 of this code. (Ord. 1715 § 2, 2001.)

**REQUIRED FORMS TO BE COMPLETED:**

- Application for business tax certificate/perm (same form for either general business or solicitation)
- Business identification information form

AND, IF APPLICABLE

Commercial Industrial Use questionnaire (if commercial-based location is within City of Hawthorne)

OR

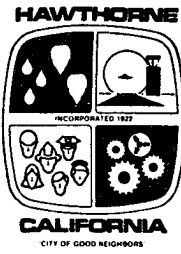
Home Occupation permit (if home-based location is within the City of Hawthorne)

Please contact Licensing Department to verify if the in-city application forms apply.

Contact number 310-349-2935

**NOTE: No soliciting may take without a current City of Hawthorne business license and a current solicitors license is issued/obtained.**





**APPLICATION  
FOR BUSINESS TAX CERTIFICATE / PERMIT  
DEPOSIT ONLY SUBJECT TO APPROVAL**

**CITY OF HAWTHORNE**

4455 W. 126TH ST., HAWTHORNE, CA. 90250  
TELEPHONE: 970-7203

ACCOUNT NO.		APPLICATION NO.	
STATE SALES TAX NO.		TAX CERTIFICATE NO.	
CODES			
BUSINESS	TYPE	CLERK	

CERTIFICATE OF OCCUPANCY NEEDED?

YES  NO

ESTIMATED STARTING DATE:

BUSINESS NAME (DBA)		TELEPHONE NO.
BUSINESS ADDRESS		EMERGENCY PHONE NO.
BUSINESS MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	TYPE OF BUSINESS FOR TAX CERTIFICATE / PERMIT	
APPLICANT'S NAME AND TITLE		HOME PHONE NO.
APPLICANT'S ADDRESS		

AGE	SEX	HEIGHT	WEIGHT	EYES	HAIR	DATE OF BIRTH	DRIVER'S LICENSE NO.	SOCIAL SECURITY NO.

PARTNERS, OR IF CORPORATION, NAME OF OFFICERS (AND TITLE)		HOME PHONE NO.
NAME AND ADDRESS		

AGE	SEX	HEIGHT	WEIGHT	EYES	HAIR	DATE OF BIRTH	DRIVER'S LICENSE NO.	SOCIAL SECURITY NO.

NAME AND ADDRESS		HOME PHONE NO.

AGE	SEX	HEIGHT	WEIGHT	EYES	HAIR	DATE OF BIRTH	DRIVER'S LICENSE NO.	SOCIAL SECURITY NO.

THIS APPLICATION IS FOR →	<input type="checkbox"/> NEW BUSINESS	<input type="checkbox"/> CHANGE OF OWNERSHIP	<input type="checkbox"/> CHANGE OF ADDRESS	TYPE OR ORGANIZATION		
				<input type="checkbox"/> SINGLE OWNERSHIP	<input type="checkbox"/> PARTNER	<input type="checkbox"/> CORPORATION

NOTICE: Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization.

REFERENCES AS TO CHARACTER, RESPONSIBILITY, AND REPUTATION (BANK REFERENCES MAY BE USED)		TELEPHONE NO.
NAME AND ADDRESS		

NAME AND ADDRESS		TELEPHONE NO.

PRIOR USE OF PREMISE WAS	ZONING	PROPERTY OWNER'S NAME

I hereby certify under penalty of perjury that the foregoing information is true and correct. I understand that this is merely an application for tax certificate/permit and I will pay all necessary fees prior to issuance of a tax certificate/permit in accordance with all applicable ordinances and to comply with all federal, state and local laws, statutes and ordinances. I further understand that false information will be grounds for denial of a tax certificate/permit.

\$	ESTIMATED GROSS RECEIPTS	APPLICANT'S SIGNATURE	DATE

**BELOW FOR OFFICE USE ONLY**

TAX OR PERMIT FEE	CASH	CHECK	REC. NO.
\$			

APPLICATION TAKEN BY	DATE TAKEN	DEPARTMENT APPROVAL	DATE

## BUSINESS IDENTIFICATION INFORMATION FORM

IN ACCORDANCE WITH STATE MANDATE SECTION 19286.8(b) OF THE REVENUE AND TAXATION CODE, PLEASE ENTER EACH OF THE FOLLOWING (THAT YOU POSSESS)

  
Business Name (D.B.A.):

---

Entity Name:

Secretary of State I.D.#:

---

State Employer Identification #:

---

Federal Employer Identification #:

---

State Board of Equalization (a.k.a. seller's permit) #:

---

State Board of Equalization # (for Tobacco only):

---

Alarm Company Operator (ACO) #:

---

Owner's/Officer's Name & Social Security #:

---

Email Address:

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**CITY OF HAWTHORNE**  
4455 W. 126<sup>th</sup> Street • Hawthorne, CA 90250-4482

**COMMERCIAL/INDUSTRIAL USE QUESTIONNAIRE**

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Applicant's Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING (any questions left blank will automatically results in denial of your application):

1. What is the name of the proposed business? \_\_\_\_\_

2. Describe the nature of the proposed business. (Be specific) \_\_\_\_\_

3. Are you a sub-tenant of an existing business? Yes  No  if yes, please explain. \_\_\_\_\_

4. Specify the square footage of each area being occupied and it's use: Total Sq. Ft. \_\_\_\_\_

Commercial Use: Office area \_\_\_\_\_ Storage area \_\_\_\_\_ Retail area \_\_\_\_\_

Industrial Use: Office area \_\_\_\_\_ Storage area \_\_\_\_\_ Other \_\_\_\_\_

Please list any other area, not mentioned above, it's proposed use and square footage of each: \_\_\_\_\_

5. What are the average number and daily maximum number of employees you plan to have on site?

Average # of employees: \_\_\_\_\_ Maximum # of Employees: \_\_\_\_\_ Total # of Employees: \_\_\_\_\_

6. What equipment and/or tools will be used? \_\_\_\_\_

7. Are there any vending or amusement devices? Yes  No  if yes,

How many of each? \_\_\_\_\_

8. Will trucks, trailers, or other equipment be used in your business? Yes  No  if yes,

What is the vehicle type? \_\_\_\_\_

How many vehicles? \_\_\_\_\_

Does the vehicle exceed three-fourths ton capacity? Yes  No

Address of storage location when not in use. \_\_\_\_\_

9. What are the approximate hours of operation? Mon. to Fri. \_\_\_\_\_ Sat. and Sun. \_\_\_\_\_

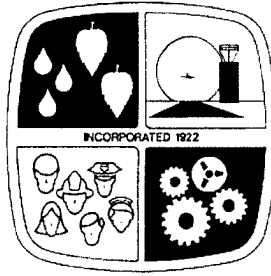
10. Will you have an alarm system? \_\_\_\_\_

11. Are there any other tenants located at this location? Yes  No  if yes, what types of businesses are located at this location? (list all tenants) \_\_\_\_\_

12. What are the number of parking spaces at this location? (list the total number of parking spaces, not just those allocated for your business) \_\_\_\_\_

13. Do you sell tobacco or tobacco paraphernalia? Yes  No





**CITY OF HAWTHORNE**

**(310) 349-2935**

**BUSINESS LICENSE REGULATION CONSENT FORM**

Please be advised that an on-site inspection by both the Department of Building and Safety, and Fire Department will be conducted to determine conformance with all Building and Fire Code Requirements. Any violation identified of any State, County or City Code, (including, but not limited to, Building, Electrical, Mechanical and Plumbing codes; L.A. County Fire Codes, and Hawthorne Municipal Code) shall immediately be corrected, and approved by the City Inspector.

The 'Office of the Chief of Police Services' will also conduct a review of each proposed business entity and corresponding business proprietor(s) within the Licensing process. The review focus will ensure that federal, state and local laws and ordinances are not inherently violated pursuant to said business conduct. This review process will also validate the legitimacy of any provided personal and business information provided to the City.

Failure to comply with all regulations could result in immediate closure of the business until such time that necessary corrections are made and approved by the appropriate Department.

I, \_\_\_\_\_, am the \_\_\_\_\_, of the following business.  
(name of Business representative) (title of representative)

Business  
Name: \_\_\_\_\_

Business  
Address: \_\_\_\_\_

I hereby certify, under penalty, that I have read and understand the Business License/Tax Certificate application and inspection process. Furthermore, I agree to comply with all State and Local Regulations and to correct any potential violation identified by the City Representatives. I understand that failure to do so could result in immediate closure of the above business until such time that necessary corrections are made and approved.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF HAWTHORNE  
CODE COMPLIANCE INSPECTION APPLICATION**

Business Name:		Fee: \$223.00
Business Address:		Phone No.
Corporation Name:		Phone No.
Building Owners Name:		Phone No.
Address:	State:	Zip Code:
Other uses in the same building or within the same lot:		
Are Flammable, Combustible or Hazardous Materials used: <input type="checkbox"/> Yes / No <input type="checkbox"/>		
I hereby Certify, under penalty of Perjury that the foregoing information is True and Correct. I Certify that I have read, understand and agree to comply with all applicable laws. By applying for and signing this document, I understand that inspection personnel are authorized to and shall be permitted to enter the property for inspection purposes.		
Executed this _____ Day of _____, 20_____ In the City of Hawthorne, State of California.		
Signature of Applicant: _____		Title: _____

**FOR DEPARTMENTAL USE ONLY**

**Planning Department**

Land Use Zone:		Use:
Remarks: _____ _____		
Approved ( ) Denied ( ) Inspector:		Date:

**Building & Safety Department**

Occupancy Group:		Use:
Construction Type:		
Remarks: _____ _____		
Approved ( ) Denied ( ) Inspector:		Date:

**Fire Department**

Occupancy Group:		Use:	Building Sprinklered: Yes / No
Construction Type:			Fire Permits Required: Yes / No
Remarks: _____ _____			
Approved ( ) Denied ( ) Inspector:			Date:



**CITY OF HAWTHORNE**  
4455 W. 126<sup>th</sup> Street • Hawthorne, CA 90250-4482

**INSTRUCTIONS FOR FILING AN APPLICATION  
FOR A HOME OCCUPATION PERMIT**

1. To apply for a Home Occupation Permit you must complete, review and/or sign the following forms:
  - A. Application for a Home Occupation Permit;
  - B. Statement of Conditions to Conduct a Home Occupation;
  - C. Detailed description of type of business, items being sold, and/or services provided;
  - D. Property Owner's Authorization Form (applicable only if you rent your residence or live in a condominium / townhouse unit); and
  - E. Business Tax Certificate / Permit Application Form.
  
2. Once you have completed and signed the forms they must be submitted to the Business License Division along with the following fees made payable to the "City of Hawthorne":
  - A. Planning Department Filing Fee (one time only fee, see staff for amount)
  - B. Business License Tax (annual fee, dependent on estimated gross receipts)
  - C. Business License Application Fee (one time fee of \$56.00)

**PLEASE NOTE THAT ALL FILING FEES ARE NON-REFUNDABLE**

The forms and the filing fee may be delivered in person to:

Business License Division  
City of Hawthorne  
4455 West 126th Street  
Hawthorne, California 90250  
(310) 349-2935

3. Once the forms and fees are received by the Business License Division they will first be reviewed by the Planning Department. Upon approval by the Planning Department, the Home Occupation / Business Tax Certificate will be issued by the Business License Division.

**RIGHT OF APPEAL:** The applicant may appeal the Planning Department's decision to deny or revoke a home occupation permit to the Planning Commission. The Planning Commission shall either approve the application with conditions or deny the application based on its findings. The decision of the Planning Commission shall be final unless it is appealed to the City Council. The appeal process shall be governed pursuant to the provisions set forth in Sections 17.40.190 - 17.40.220 of the Hawthorne Municipal Code.





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**CITY OF HAWTHORNE**  
4455 W. 126<sup>th</sup> Street • Hawthorne, CA 90250-4482

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**A STATEMENT OF CONDITIONS  
TO CONDUCT A HOME OCCUPATION**

1. The home occupation shall be clearly incidental and secondary to the use of the structure for dwelling purposes and shall not alter the residential character of the premises.
2. All operations shall be carried on within the dwelling, with not more than twenty (20) percent of the ground floor area of the dwelling to be used, including any area used for storage.
3. No motors other than electrically driven motors shall be used in connection with the home occupation, and that the total horsepower of such motors shall not exceed two horsepower, or one-half horsepower for any single motor.
4. No signs, advertising devices, merchandise or articles shall be displayed for advertising purposes.
5. No person other than a permanent resident of the subject premises shall be employed in the home occupation.
6. The home occupation shall not generate an increase in vehicular or pedestrian traffic to the residence other than what would normally be associated with a residence.
7. No customers may come to the home occupation residence. All in-person contact must take place at an off-site location such as the customer's residence or place of business. The only exception will be a student arriving to a home occupation residence for the sole purpose of one-on-one music or arts instruction or academic tutoring. Music and arts instruction will be allowed only between the hours of nine a.m. to eight p.m. daily. Academic tutoring will be allowed only between the hours of nine a.m. to ten p.m. daily.
8. No home occupation shall by reason of noise, odor, dust, vibration, fumes, electrical interference or other causes, disturb or have the potential to disturb the peace health, safety, or welfare of neighboring residents or property owners.
9. No home occupation in a rented or leased residential unit shall occur without the written authorization of the property owner or apartment manager.
10. There shall be no use of utilities for home occupations beyond what is normally associated with residential purposes.

**REVOCATION OF PERMIT:** The Director of Planning may, at any time, revoke a home occupation permit for noncompliance or for any violation of the conditions set forth in granting such approval. A written notice of intention to revoke shall be mailed to the applicant not less than ten days before the revocation. The applicant may appeal the decision to revoke the home occupation permit to the Planning Commission pursuant to the procedures set forth in Section 17.72.060 of the Hawthorne Municipal Code.

I, the undersigned, acknowledge that I have read and understand the above stated conditions for a home occupation permit and certify that I agree to operate the home occupation business within that criteria.

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Signature of Applicant

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Date



**CITY OF HAWTHORNE**  
4455 W. 126<sup>th</sup> Street • Hawthorne, CA 90250-4482

**HOME OCCUPATION QUESTIONNAIRE**

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Applicant's Name	Address	City	Zip	Phone
Property Owner's Name	Address	City	Zip	Phone

**PLEASE ANSWER THE FOLLOWING (any questions left blank will automatically results in denial of your application):**

1. Are you employed on a full-time basis? If yes, please provide us with your employer's name, address and telephone. \_\_\_\_\_
2. What is the name of the proposed home occupation business? \_\_\_\_\_
3. Describe the nature of the proposed home occupation business. **(Be specific)** \_\_\_\_\_
4. In which area of your residence will the home occupation business be conducted? \_\_\_\_\_
5. How many square feet is this area? \_\_\_\_\_
6. Will you have any employees? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please specify:  
# residing in the residence \_\_\_\_\_ # residing outside of residence \_\_\_\_\_  
Where will employees work and in what capacity: \_\_\_\_\_
7. What equipment and/or tools will be used? \_\_\_\_\_
8. Where in the home will the equipment and/or products be stored? \_\_\_\_\_
9. Will trucks, trailers, or other equipment be used in your business? Yes \_\_\_\_\_ No \_\_\_\_\_ if yes,  
What is the vehicle type? \_\_\_\_\_  
How many vehicles? \_\_\_\_\_  
Does the vehicle exceed three-fourths ton capacity? Yes \_\_\_\_\_ No \_\_\_\_\_  
Address of storage location when not in use. \_\_\_\_\_
10. Is this proposed home occupation intended to be a full-time or part-time activity? \_\_\_\_\_
11. What are the approximate hours of operation? Mon. to Fri. \_\_\_\_\_ Sat. and Sun. \_\_\_\_\_
12. What type of advertising will be used to attract customers? \_\_\_\_\_
13. What is the size (square feet) of your residence? \_\_\_\_\_
14. Will you have an alarm system in your home? Yes \_\_\_\_\_ No \_\_\_\_\_
15. How many individuals reside at your residence? \_\_\_\_\_
16. How many clients do you expect will visit your residence? Mon to Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_





**CITY OF HAWTHORNE**  
4455 W. 126<sup>th</sup> Street • Hawthorne, CA 90250-4482

**HOME OCCUPATION PERMIT APPLICATION  
PROPERTY OWNER'S  
AUTHORIZATION FORM**

TO BE COMPLETED BY THE APPLICANT ONLY:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Proposed Business/Home Occupation \_\_\_\_\_  
\_\_\_\_\_

TO BE COMPLETED BY INDIVIDUAL PROPERTY OWNERS ONLY:

Name(s) \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

I/we, the owners of the aforementioned property hereby authorize our tenant(s) to conduct their proposed home occupation. I/we understand that the operation of a Home Occupation is governed by the requirements contained in Section 17.72 of the Hawthorne Municipal Code and that the Home Occupation / Business Tax Certificate can be revoked at any time if the applicant fails to meet the conditions of approval.

\_\_\_\_\_  
Signature(s) Date

TO BE COMPLETED BY CONDOMINIUM ASSOCIATION OFFICERS ONLY:

Name and Title \_\_\_\_\_

Name and Title \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

I/we, the association officers of the aforementioned property hereby authorize our tenant(s) to conduct their proposed home occupation. I/we understand that the operation of a Home Occupation is governed by the requirements contained in Section 17.72 of the Hawthorne Municipal Code and that the Home Occupation / Business Tax Certificate can be revoked at any time if the applicant fails to meet the conditions of approval.

\_\_\_\_\_  
Signature(s) Date