



FORMS/PAYMENT DUE BY:

Prior to Conducting Business

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

Business Tax Certificate / Permit Requirements:

- I. Required documents (if possessed). **Note: Failure to provide supplemental documents will result in non-issuance of permit and is a violation of Hawthorne Municipal Code 5.06.020.**
- II.
 - i. Completed Application packet (attached)
 - ii. Copy of original signed lease agreement
 - iii. Current "Statement of Information" filed with/endorsed by the Secretary of
 - iv. Copy of Fictitious Name / D.B.A. ("Doing Business As")
 - v. Seller's permit (Not required for all businesses)
 - vi. Other: **Additional documents May Be required upon application review.**
- III. **Submit application to the Department of Licensing & Cashiering for review & calculations**
 - I. Minimum Fees for in-city commercial location: \$56.00 Application processing fee, \$223.00 Commercial use location fee, \$4.00 annual State mandated fee (SB1186), and annual pre-paid business tax (This fee varies depending on type of business. Please contact office for calculations.)
 - II. Minimum Fees for **in-city residential** business: \$56.00 Application processing fee, \$200.00 residential (home based) location fee, \$4.00 annual State mandated fee (SB1186), and annual pre-paid business tax (This fee varies depending on type of business. Please contact office for calculations.)
 - III. Minimum Fees for out-of-city (or in-city commercial/residential property owners) businesses: \$56.00 Application processing fee, \$4.00 annual State mandated fee (SB1186), and annual pre-paid business tax (This fee varies depending on type of business. Please contact office for calculations.)
- IV. **All business license tax certificates / permits expire on December 31st, annually. Renewals are due no later than January 31st or penalties apply.**
- V. The Licensing department must be notified, in writing, if any of the following occur; business moves locations, change of address, change of ownership, merger, transfer, change in entity, or ceases. Additional requirements/filings may apply.

NOTE: Only owner(s)/corporate officers/trustees may be listed/sign forms, per Secretary of State OR Declaration of Trust filing.



APPLICATION FOR
 BUSINESS TAX CERTIFICATE / PERMIT
CITY OF HAWTHORNE
 4455 w. 126th St., Hawthorne CA 90250
 (310) 349-2935
 BUSLIC@CITYOFHAWTHORNE.ORG

ACCOUNT # _____
 IN-CITY OUT-OF CITY
 (ABOVE FOR OFFICE USE ONLY)

BUSINESS STARTING DATE	DESCRIPTION OF BUSINESS FOR TAX CERTIFICATE				
BUSINESS NAME (DBA)				BUSINESS PHONE #	
ENTITY NAME				NUMBER OF 1099 EMPLOYEES	
BUSINESS ADDRESS	UNIT / SUITE #	CITY	STATE	ZIP	
MAILING ADDRESS (If different from the Service of Process Address / Business Address)				CITY	STATE
ZIP CODE					
BUSINESS EMAIL				** HAVE YOU ATTENDED THIS YEAR'S CITY OF HAWTHORNE BUSINESS EXPO? YES ___ NO ___	
STATE LICENSE # & CLASSIFICATION(S)	SECRETARY OF STATE FILE #		STATE EMPLOYER ID #		
SELLERS PERMIT #	FEDERAL TAX ID#		TOBACO SELLERS PERMIT#		

** NOT PUBLIC FOR INFORMATION **		** NOT PUBLIC FOR INFORMATION **		** NOT PUBLIC FOR INFORMATION **	
NAME OF OWNER / OFFICER	BUSINESS TITLE	** DIRECT CONTACT # **	** EMAIL ADDRESS **		
OWNER'S / OFFICER'S ADDRESS	UNIT / SUITE #	CITY	STATE	ZIP	
** DATE OF BIRTH **	** SOCIAL SECURITY # **	** DRIVER'S LICENSE OR I.D. #	** ITIN # (DOCUMENTS REQUIRED) **		
NAME OF PARTNER / OFFICER	BUSINESS TITLE	** DIRECT CONTACT # **	** EMAIL ADDRESS **		
PARTNER'S / OFFICER'S ADDRESS	UNIT / SUITE #	CITY	STATE	ZIP	
** DATE OF BIRTH **	** SOCIAL SECURITY # **	** DRIVER'S LICENSE OR I.D. #	** ITIN # (DOCUMENTS REQUIRED) **		
** LOCAL CONTACT NAME & PHONE# IN CASE OF EMERGENCY **		** BUSINESS E-MAIL **			

THIS APPLICATION IS FOR: <input type="checkbox"/> NEW BUSINESS <input type="checkbox"/> CHANGE OF OWNERSHIP <input type="checkbox"/> CHANGE OF ADDRESS <input type="checkbox"/> NAME CHANGE <input type="checkbox"/> AMMEND BUSINESS	TYPE OF ENTITY <input type="checkbox"/> SINGLE <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> TRUST <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC <input type="checkbox"/> LP
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ESTIMATED GROSS RECEIPTS \$ _____	ESTIMATED OPERATING COST \$ _____
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I declare under penalty of perjury that the information I have provided is true and correct. I further understand that false information will be grounds for denial of a tax certificate / permit, and that all applications are subject to approval.

OWNER / OFFICER SIGNATURE	BUSINESS TITLE	DATE
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FOR CITY USE ONLY	ASSESSOR'S PARCEL #
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TAX OR PERMIT FEE \$ _____	RECEIVED BY	RECEIVED DATE
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**** Additional documents may be required.**
**** All business license tax certificates/permits expire on December 31st annually. Renewals are due no later than January 31st annually, or penalties will apply.**
**** Must notify the Licensing Dept., in writing, if any of the following occur: business moves locations, change of address, change of ownership, merger, transfer, change in Entity or ceases/closes. Additional requirements/filings/fees may apply.**



CITY OF HAWTHORNE
4455 W. 126th Street • Hawthorne, CA 90250-4482

COMMERCIAL/INDUSTRIAL USE QUESTIONNAIRE

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

PROPERTY OWNER NAME: _____ **CONTACT PHONE#:** _____

PROPERTY OWNER ADDRESS: _____

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 proposed business. **(Be specific)** _____

3. Are you conducting more than one type of business with or without a separate DBA at this location? Yes___ No___ If so, please list _____
4. What are the average number of employees? W2_____ 1099 _____
5. Are there any vending machines, kiosks, amusement devices, ATM machines located in this facility? Yes _____ No_____ if yes, How many of each?

Amusement Devices _____ Kiosks _____ ATM _____ Vending Machines _____
6. Is there a property manager or property owner on site? Yes _____ No_____
7. Specify the square of each area being occupied and it's true use: Total Sq Ft _____
Commercial use: Office area _____ Storage area _____ Retail area _____
Industrial Use: Office area _____ Storage area _____ Retail area _____
Please list any other are, not mentioned above, it's proposed use and Sq footage:

8. Will you have an alarm system? _____
9. Are you selling Tobacco? YES _____ NO _____
10. Are you selling Alcohol? YES _____ NO _____
11. What are the approximate hours of operation? Mon. - Fri. _____ Sat. / Sun. _____
12. Are there any other businesses at this location? If yes,
List all additional tenants _____

Licensing & Cashiering
4455 West 126TH Street
Hawthorne, CA 90250
(310) 349-2935 (office)

Account No. _____
(Office use only)



CITY OF HAWTHORNE BUSINESS LICENSE REGULATION CONSENT FORM

Please be advised that an on-site inspection by both the Department of Building & Safety and the 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; Los Angeles County Fire Codes, and Hawthorne Municipal Codes) shall immediately be corrected and approved by the City Inspector.

The “Office of 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 (DBA): _____

Business Address: _____
(Address, City, State, & Zip Code)

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
4455 W. 126th Street • Hawthorne, CA 90250-4482

Subject: Compliance with SB-205: Identifying industrial facilities that require NPDES Permit coverage through business licensing

Dear Business Operator:

Senate Bill 205 requires the City of Hawthorne to identify industrial facilities that require coverage under the Statewide General NPDES Permit for Stormwater Discharges Associated with Industrial Activities (IGP) through business licensing. The purpose of the IGP is prevent the discharge of industrial pollutants to local waterways. **To comply with SB 205, industrial businesses must provide the following information with new business license applications or renewals:**

- Primary Standard Industrial Classification (SIC) codes
- The IGP Waste Discharge ID (WDID) number

The Standard Industrial Classification (SIC) code is a national classification database used to track various business types. There are 541 SIC codes that determine a need coverage under the IGP. This includes:

1. Manufacturing, production, and transportation (SICs 2011 to 3999)
2. Warehousing or transportation facilities with vehicle maintenance (SICs 4011 to 4581)
3. Wholesale trade of used auto parts, scrap/waste, or petroleum (SICs 5015, 5093, 5717)
4. Landfills, dumps, and waste processing facilities (SIC 4953)
5. Electric and sewer service facilities (SIC 4911, 4952)
6. Livestock facilities and dairy and equine farms (SICs 0251 to 0259, 0211 to 0214, 241)
7. Mining operations (SICs 1011 to 1499)

If your facility's primary SIC code (or codes) fall within the ranges listed above, your business license will not be approved until you provide proof of coverage under the IGP by listing your WDID number. Note that if an industrial facility does not have industrial activities or materials exposed to stormwater, it may qualify for a conditional exclusion from specific IGP requirements by applying for a No Exposure Certification (NEC).

The following page is a short Frequently Asked Questions (FAQ) on determining a facility's SIC code, determining enrollment under the IGP, and enrolling under the IGP and NEC.

If you have any questions regarding this letter please contact the City's NPDES consultant at igpleasehelp@jlha.net, 562 802-7880 ext. 228, or visit www.jlha.net/industrial.

Thank you for your cooperation in this matter.



CITY OF HAWTHORNE

4455 W. 126th Street • Hawthorne, CA 90250-4482

How do I determine my SIC code?

Go to OSHA's SIC website for the complete list of 4 digit SIC Code(s). The website is organized by business categories, which allows the user to "drill down" to the applicable SIC code.

SIC codes by business categories: www.osha.gov/pls/imis/sic_manual.html

SIC codes by keyword search: www.osha.gov/pls/imis/sicsearch.html

Note most industrial businesses fall under the manufacturing SIC codes 2011 to 3999.

Which SIC codes require coverage under the IGP?

The complete list of the 541 applicable SIC codes is listed on the State Water Board's website:

https://www.waterboards.ca.gov/water_issues/programs/stormwater/sicnum.shtml

The following is a summary of these 541 SIC codes.

1. Manufacturing, production, and transportation (SICs 2011 to 3999)
2. Warehousing or transportation facilities with vehicle maintenance (SICs 4011 to 4581)
3. Wholesale trade of used auto parts, scrap/waste, or petroleum (SICs 5015, 5093, 5717)
4. Landfills, dumps, and waste processing facilities (SIC 4953)
5. Electric and sewer service facilities (SIC 4911, 4952)
6. Livestock facilities and dairy and equine farms (SICs 0251 to 0259, 0211 to 0214, 241)
7. Mining operations (SICs 1011 to 1499)

My SIC code requires coverage under the IGP. How do I receive coverage?

Coverage under the IGP is obtained by submitting a Notice of Intent through the State Water Boards' SMARTS system at <https://smarts.waterboards.ca.gov>. For more information on IGP enrollment, contact the State Water Board at:

Phone: (866) 563-3107

Email: stormwater@waterboards.ca.gov

Website: www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml

Links to additional information on IGP enrollment are provided by the Water Board at this link:

www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/types_of_coverages.pdf

What does No Exposure Certification (NEC) mean, and how do I receive NEC coverage?

In short, the NEC means that industrial activities and materials at your facility are not exposed to stormwater. This simplifies the enrollment process and the requirements of the IGP. Links to information on NEC enrollment are provided by the State Water Board at the following links:

www.waterboards.ca.gov/water_issues/programs/stormwater/docs/industrial/types_of_coverages.pdf

English and Spanish brochures on NEC:

https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/toolbox/nec_brochure.pdf

https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/toolbox/spanish_brochure412015.pdf

Business license application: supplemental NPDES/SB 205 form

For assistance on completing this form, visit the City's NPDES consultant's website at www.jlha.net/industrial, email igpleasehelp@jlha.net, or call 562.802.7880 ext. 228

part a. contact information

business name	facility address in city
name and title	mailing address
email address	phone number

part b. business activity information

describe activities at the facility that the business is **primarily** engaged in

State law requires the listing of Standard Industrial Classification (SIC) code(s) associated with primary industrial business activities

Common SIC codes are listed on the back of this form
Not all SIC codes are listed. Go to OSHA's SIC website for the complete list of 4 digit SIC Code(s)

www.osha.gov/pls/imis/sic_manual.html

list the facility's primary SIC code	<i>if applicable</i> , list other primary SIC codes
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Did you list any of the industrial SIC codes below?

- any SIC from 2011 to 4581 manufacturing, production, or transportation
- 5015 5093 5171 wholesale trade of used auto parts, scrap and waste, or petroleum
- 4911 4952 4953 electric services, sewerage services, or refuse systems
- 0272 horse and other equine farms
- any SIC from 0251 to 0259 poultry and eggs production
- any SIC from 0211 to 0214 cattle, hogs, sheep, and goats livestock
- 0241 dairy farms
- any SIC from 1011 to 1499 mining

yes no

go to part c

skip to part d

part c. NPDES Permit coverage for industrial facilities

If you selected "yes" in part b above

The business facility needs coverage under the Statewide General NPDES Permit for Stormwater Discharges Associated with Industrial Activities (IGP)

If the industrial facility is covered under the IGP, list the facility's Waste Discharge ID (WDID)

NPDES WDID #. For NEC and NONA facilities, list the NEC # or NONA #

If the industrial facility is not yet covered under the IGP

Your business license will not be approved until your facility is covered under the IGP.

Information on receiving coverage under the IGP for industrial facilities

IGP coverage is obtained with the State Water Board and is required before starting industrial operations. If industrial activities and materials are not exposed to stormwater, the facility may qualify for No-Exposure Certification (NEC). For information and enrollment instructions for the IGP and NEC:

call 1-866-563-3107
visit online at www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.shtml
www.waterboards.ca.gov/water_issues/programs/stormwater/toolbox.shtml

part d. declaration

I certify under penalty of perjury of law that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

print name	signature	date
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Common SIC codes

The tables below list common SICs. **They do not list all SICs.** Go to OSHA's website for the complete list of 4 digit SICs: www.osha.gov/pls/imis/sic_manual.html

Common NON-INDUSTRIAL SIC codes			
Retail trade	5211 to 5999	Services	7011 to 8999
Lumber and other building materials dealers	5211	Power laundries	7211
Paint, glass, and wallpaper stores	5231	Coin-operated laundries and drycleaning	7215
Hardware stores	5251	Dry cleaners	7216
Retail nurseries, lawn and garden supply stores	5261	Beauty shops	7231
Variety stores (general merchandise)	5331	Barber shops	7241
Grocery stores	5411	Tax return preparation services	7291
Retail bakeries	5461	Miscellaneous services (massage, tanning, tattoo)	7299
Motor vehicle dealers (new and used)	5511	Photocopying and duplicating services	7334
Motor vehicle dealers (used only)	5521	Commercial photography	7335
Auto and home supply stores	5531	Pest control services	7342
Gasoline service stations	5541	Building cleaning and maintenance services	7349
Apparel (clothes, shoes, hats) stores	5561 to 5699	Heavy construction equipment rental and leasing	7353
Furniture stores	5712	Equipment rental and leasing	7359
Household appliance stores	5722	Truck rental and leasing, without drivers	7513
Eating places (restaurants)	5812	Car rental	7514
		Automotive body and paint shops	7532
Wholesale trade (non-industrial)		General automotive repair shops	7538
Wholesale trade of motor vehicles, supplies, and new parts	5012 to 5014	Car washes	7542
Wholesale trade of furniture	5021, 5023	Welding repair	7692
Wholesale trade of lumber and other construction materials	5031 to 5039	Health services	8011 to 8099
Wholesale trade of professional and electrical equipment	5043 to 5065	Legal services	8111
Wholesale trade of hardware, plumbing, and heating equipment	5072 to 5078	Child day care services	8351
Wholesale trade of machinery, equipment, and supplies	5082 to 5088	Accounting, auditing, and bookkeeping services	8721
Wholesale trade of apparel	5131 to 5139		
Wholesale trade of groceries	5141 to 5149	Finance, insurance, and real estate	6011 to 6799
		Insurance agents, brokers, and service	6411
Construction: Building and trade contractors	1521 to 1799	Real estate: Operators of nonresidential buildings	6512
Building construction contractors	1521 to 1542	Real estate: Operators of apartment buildings	6513
Special trade building contractors (plumbing, HVAC, etc.)	1711 to 1799	Real estate: Agents and managers	6531

Common INDUSTRIAL SIC codes			
Manufacturing	2011 to 3999	Manufacturing (continued)	2011 to 3999
Food and beverage manufacturing or processing	2011 to 2099	Transportation equipment manufacturing	3711 to 3799
Apparel (clothing) production and fabrication	2311 to 2399	Measuring, analyzing, and controlling instruments manufacturing	3812 to 3873
Lumber and wood products manufacturing	2411 to 2499	Miscellaneous manufacturing, not elsewhere classified	3999
Furniture manufacturing	2511 to 2599		
Paper and allied products manufacturing	2611 to 2679	Transportation (industrial), electric, and sanitary	4011 to 4581, 4911/52/53
Printing, publishing, and allied industries	2711 to 2796	Railway transportation	4011, 4013
Commercial printing, lithographic	2752	Local and suburban transit	4111 to 4173
Chemicals and allied products	2812 to 2899	Motor freight transportation and warehousing	4212 to 4231
Petroleum refining	2911 to 2999	General warehousing and storage	4225
Rubber and plastic product manufacturing	3011 to 3089	Water transportation	4412 to 4499
Plastic molding	3089	Air transportation	4512 to 4581
Stone, clay, glass, and concrete manufacturing	3211 to 3299	Electric services	4911
Basic metal product manufacturing	3312 to 3399	Sewerage systems	4952
Fabricated metal products, except machinery and transport	3411 to 3499	Refuse systems (refuse collection <i>and</i> disposal)	4953
Fabricated structural metal manufacturing	3441		
Sheet metal work	3444	Wholesale trade (industrial)	
Machinery and equipment manufacturing	3511 to 3599	Wholesale trade of used motor vehicle parts	5015
Machine shops	3599	Wholesale trade of scrap and waste materials	5093
Electronic and electrical equipment manufacturing	3612 to 3699	Wholesale trade of petroleum: bulk stations and terminals	5171

Chapter 5.48 GROSS RECEIPTS FOR LICENSES

5.48.010 Fee schedule.

Every person, firm or corporation, whether or not having an established place of business within the city, commencing or conducting any business within said city, not otherwise specifically mentioned in this code, shall pay an annual license fee based upon the gross receipts of such business or profession according to the following schedule:

Gross Receipts Per Annum	Fee Per Annum
Less than \$25,000	\$75.00
\$25,000 and less than \$50,000	\$90.00
\$50,000 and less than \$75,000	\$105.00
\$75,000 and less than \$100,000	\$120.00
\$100,000	\$120.00 for the first \$100,000.00 plus \$100.00 for each \$100,000.00 or fraction thereof, thereafter, to a maximum license fee of \$500,000.00

(Ord. 1591 § 2, 1995.)