



## BUSINESS LICENSE

# GUIDE TO GETTING YOUR LICENSE

### Welcome

We welcome you to the City of Agoura Hills and the City's Business License process. All individuals and businesses performing work within the city limits, whether or not they have a physical location in the City, are required to have a business license. This includes contractors, internet-based, and home-based businesses. Business License holders must display their license in public view at all times. Note: Non-profits and certain businesses are exempt from paying fees under the Constitution of the United States or the Constitution of laws of the State of California but still must secure a license with the City. The type of license you will need depends on the category of business you have. Our goal is to make your business registration and licensing process simple and convenient. This guide will assist you in that process.

Established in July 2013, the City's Business License Program replaces the County of Los Angeles Business License Program in which current businesses in Agoura Hills formally participated. The City's Business License program was designed to make business licensing more convenient and efficient than in the past. It was also designed to assist the City's effort to maintain a more accurate record of businesses operating within the City limits for economic development, zoning compliance and public safety purposes. Business licensing is now solely provided by the City of Agoura Hills at City Hall. There is no longer a need to visit the Los Angeles County Treasurer and Tax Collector Division for that purpose. There still may be interaction with other County Departments, depending on the type of business you operate. Know that we are here to assist you.

Most businesses can be approved in very little time. Once it is established that the business is permitted in the zone, a business owner wants to locate in the City, the task of the Planning Division is to verify that there is a sufficient supply of parking. This process may require the assistance of the property management companies' representative in providing an updated list of all the businesses sharing the same building.

Even though residents can conduct business out of their home, home occupation permits are issued as an ancillary use to the residence and are subject to the Home Occupation Guidelines designed to protect the privacy and tranquility of the residential neighborhood. The Home Occupation Guidelines are available in the Planning Department.

Some uses require the approval of a Conditional Use Permit by the Planning Commission. The list of businesses requiring a Conditional Use Permit can be found in the City's Zoning Ordinance, via the City Website (municipal code) or in person at City Hall. Applications are available in the Planning Department. Upon obtaining the Conditional Use Permit, the applicant is permitted to submit tenant improvement plans into the Building and Safety Division. In order to review plans in an efficient and timely manner, our process allows concurrent review by other department and outside agencies.





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### Frequently Asked Questions

#### **Q: What are business license requirements?**

**A:** All individuals and businesses doing work within City limits, whether or not they have a physical structure in the city, are required to have a business license. This also includes contractors, and internet and home-based businesses. Applications and renewals are processed at City Hall, and all applicable fees are due when application is submitted. Fees are non-refundable and non-transferable.

#### **Q: Where can I obtain a business license?**

**A:** All applications and renewals are processed at City Hall located at 30001 Ladyface Court, Agoura Hills, CA 91301. Business License Applications Forms are available at [www.cityofagourahills.us](http://www.cityofagourahills.us) under Business/Business License.

#### **Q: What are the fees?**

**A:** The basic business license fee is \$69 per year, plus a \$4.00 State fee. Depending on the business category other fees may apply. All fees are due when the application(s) are submitted, and are non-refundable and non-transferable.

### Businesses that require coordination with other County Agencies:

Ambulance operator  
Ambulance vehicle  
Ambulance driver  
Apartment houses with 16 or more units  
Auto body & fender  
Auto paint shop  
Boarding house  
Carnival game booth  
Circus/travel show  
Close out sale  
Coin game  
Cold storage warehouse  
Filling stations  
Food establishment (food sales as an accessory use)  
Hay, grain & feed  
Hotel with 16 or more rooms  
Launderette/Laundromat  
Livery stable  
Lumberyard  
Motor vehicle rental  
Plant nursery  
Public eating (eateries/restaurants where food is prepared)  
Taxicab vehicles

### Businesses that require Criminal Background Check:

Acupressure and acupressure technicians  
Adult businesses (as defined in Section 9120.1.A.G of this Code)  
Billiard room  
Bookstore  
Carnival  
Dance  
Entertainment  
Entertainment Manager  
Exhibition (fee for entry)  
Game arcade  
Gun dealer  
Health gym/spa  
Locksmith  
Massage establishment owner (owns 5% or more of the business and not certified under state massage therapy laws)  
Model studio  
Motor vehicle repair  
Outdoor festival  
Pawnbrokers and second hand dealers  
Peddling-solicitation  
Psychic reading  
School private  
Second hand dealer  
Taxi cab driver  
Taxi cab operator  
Theatre

### Q: How long does it take to process a business license?

**A:** Once you have provided your completed application with appropriate payment, it takes an average of fifteen (15) working days to process and issue a basic business license.



## Frequently Asked Questions

### **Q: What information is required when applying?**

**A:** The following information is required:

- Applications for new business licenses and business license renewals shall be filed a minimum of thirty days prior to the date requested for issuance of the permit;
- Payment of the applicable filing fee; and
- Business owner's information
- Emergency contact person and phone number
- Resale permit number, if applicable
- Driver's license number for individuals requiring a background check
- Such other information as may be required by the City including but not limited to California State Department Certifications and Licenses numbers.

### **Q: Do I need additional permits or approvals?**

**A:** Applications may need to be reviewed by other departments and government agencies including, but not limited to: City Community Development Department, and County Fire, Health, and Sheriff Departments. You will be notified if additional permits, approvals, or fees are required.

### **Q: Where do I file a Fictitious Business Statement?**

**A:** This may be filed with Los Angeles County Clerk and published in any local newspaper, such as the Acorn Newspaper.

### **Q: Do I need a new license if my business changes its location, ownership, or name?**

**A:** Yes. Licenses are not transferable. Relocation, expansion, change in owner, change in partner, change in name, change in type of business, all require a new business license application and fee(s).

### **Q: How do I obtain a duplicate license?**

**A:** To request a duplicate, send a written request to the Finance Department indicating that your business license has been lost or destroyed to Lynne Cope. For questions please contact Lynne Cope at (818) 597-7320 or [lcope@ci.agoura-hills.ca.us](mailto:lcope@ci.agoura-hills.ca.us)

### **Q: When do I need to renew my license?**

**A:** Business licenses are valid for one year from the date of issuance and must be renewed annually. Any person who fails to renew their license on or before the renewal date shall be deemed to be operating without a license, and will be subject to penalty fees.

### **Q: What happens if I pay late?**

**A:** Any person who fails to apply for and receive a business license prior to the start of business, or has not applied for the renewal of an existing business license prior to expiration of the business license shall pay the applicable fee, plus a penalty fee not to exceed \$25 dollars. Should legal action be required to collect any delinquent fee, an additional amount shall be charged equal to the cost incurred by the City in collection of the fee, including reasonable attorneys' fees. Applications for a business license or for a renewal that are not accompanied by the required business license fee or any applicable delinquency fees will not be processed until such fees have been paid in full.

### **Q: How long will it take to get my business license?**

**A:** The process for obtaining a home based business license or a license for a business physically located outside of the City of Agoura Hills takes a very short time. When the application is complete and payment is received we will issue your business license. Your license certificate will be mailed to you in approximately two weeks.



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### Frequently Asked Questions

#### **Q: Who do I call for business closure notification?**

**A:** It is the business owner's responsibility to notify the Finance Department, Melinda Brodsky at (818) 597-7318 or mbrodsky@ci.agoura-hills.ca.us, if you have closed your business. If you choose to close or sell your business, please notify us in writing so that we may cancel your license(s). Be sure to include the business name, address, owner name and signature of owner. Your account will remain active until notification is received and you will be responsible for all accrued penalties.

#### **Q: Are there any restrictions on where I do business?**

**A:** Every business must meet zoning requirements. It is strongly urged that before signing any lease or rental agreement, that you check with the City's Planning Department to make sure your business activity is allowed for the zoning or requires special parking considerations or required any special Planning approvals.

#### **Q: Do I need a license if I work out of my home in the city of Agoura Hills?**

**A:** Yes. Businesses operated from the home require a business license and must comply with the City's zoning code. Types of home-based businesses and the manner in which they may operate are regulated by the City's Home Occupation Regulations. Section 9286.1 It is also suggested that you check the CC&Rs that may govern your residential development before applying. Additionally, Home Occupation businesses operating in rental units require the property's owner approval in writing.

#### **Q: What if I have more than one business or more than one location?**

**A:** Separate licenses must be obtained for each and every class and type of business specified in the Agoura Hills Municipal Code even though several classes or types of business may be operated under the same business name and at the same location.

#### **Q: I just purchased this business. Can I use the business license from the previous owner?**

**A:** No. A business license is issued to a particular person, firm, or corporation at a particular location and may not be used by another. As a new owner, you need to apply for a business license in your name.

#### **Q: Will the City notify me when it is time to renew my license?**

**A:** Yes. However, it is your responsibility to renew the business license on time even if the courtesy reminder is not received. Penalties are assessed for delinquent payments, regardless of whether or not you receive a renewal notice.

#### **Q: Who do I contact for complaints regarding Business Licenses?**

**A:** For business operations, contact Associate Planner Valerie Darbouze at (818) 597-7328 or vdarbouze@ci.agoura-hills.ca.us

**A:** For business license fees, renewals, etc. contact the Finance Department, Melinda Brodsky at (818) 597-7318 or mbrodsky@ci.agoura-hills.ca.us

#### **Q: What other agencies may I need to interact with and what is their contact information?**

**A:** Depending on your business category, agencies such as the Los Angeles County Health, Fire, and Sheriff Department's approval maybe required. Staff will advise you of those agencies.

#### **Q: My business requires a criminal background check. Where do I go?**

**A:** Live scans for background checks will be performed by a local certified Livescan facility. Please refer to the Background Check/Finger Printing Handout.



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## Zoning

### Non-Discretionary Review

Most business licenses can be approved in very little time. Once it is established that the business is permitted in the zone, the task of the Planning Department is to verify that there is a sufficient supply of on-site parking at that business. This process may require the assistance of the property management companies in providing an updated list of all the businesses sharing the same property. The fees are collected at the time of submittal and a license can be issued within 2 weeks of approval.

### Home Business

Even though residents can conduct a business out of their home, home business occupation permits are issued as an ancillary use to the residence and are subject to the Home Occupation Guidelines rules designed to protect the privacy and tranquility of the residential neighborhood. Guidelines are available on The City's website and in the Planning Department.

### Discretionary Review

Some uses require the approval of a Conditional Use Permit by the Planning Commission. The list of businesses requiring a Conditional Use Permit can be found in the Zoning Ordinance. Applications are available in the Planning Department. Upon obtaining the Conditional Use Permit, the applicant is permitted to submit tenant improvement plans in the Building and Safety Department. In order to review plans in an efficient and timely manner, our process allows concurrent review by other departments and outside agencies. A business license will be issued solely upon approval of all the agencies.