

HOW TO ESTABLISH A BUSINESS IN TEMPLE CITY

The City of Temple City and the Temple City Chamber of Commerce welcome your interest in establishing a business in the City. We encourage you to take advantage of our assistance and services as we are genuinely concerned with the welfare of the business community.

To help you complete some of the necessary requirements for the establishment of your business, we have compiled the following suggestions and a checklist of procedures:

1. Establish a close relationship with a bank or lending institution.
2. Review all legal questions about your business with an attorney.
3. Obtain full details about the property where you plan to locate. Know the exact location and address, name of property owner and details on acquisition, if applicable. Check with City Hall to make sure your location is approved for the intended use **before** you sign a lease.

SPECIALIZED REQUIREMENTS:

Many businesses have requirements that are unique to their particular business activities. Agencies that are involved in regulations of these business activities should be contacted in the process of establishing a business.

1. Los Angeles County Sheriff's Department – 8838 Las Tunas Drive - (626) 285-7171
Check with the Department if you have any need for law enforcement information relating to business operation.
2. State Board of Equalization – 1521 W. Cameron, #300, West Covina - (626) 480-7200
Check with the Board to determine if your business requires a resale permit or to obtain a Resale Tax I.D. number and/or seller's permit.
3. L.A. County Fire Prevention – 15660 Stafford St. City of Industry – (626) 336-6950
Check with County Fire Prevention regarding occupancy, storage of flammable materials, adequate ventilation, etc.
4. Los Angeles County Recorder's Office – 12400 Imperial Hwy, Norwalk - (562) 462-2060 www.lavote.net
Check with Recorder's Office to establish a fictitious business name. A fictitious business name is a name used for your business other than your own personal name. It is State law that you file a Fictitious Name Statement with the Recorder's Office and place an ad in a local newspaper.
5. Health Department – 1435 W. Covina Pkwy., West Covina – (626) 813-3346
Check to see if the business needs a health permit.

CITY HALL – 9701 Las Tunas Drive, Temple City – (626) 285-2171

1. Planning and Zoning Department
To establish a business in Temple City you must first see the Planning Department to obtain Zoning approval for the type of business you plan to operate. After obtaining initial approval, you will then fill out a business license application. A floor plan of your business and a letter describing your business activities is also needed.
2. Community Development Department
The annual business license fee is \$75.00 for most commercial location businesses. However, this fee may vary depending on the type of business you are operating. There are also other fees that may apply to your business. The License/Permitting Specialist will explain the fees to you at the time of your application. The license expires December 31 of each year. You will receive a courtesy renewal notice, but fees are due even if the notice is not received.

Once you have submitted your completed application and paid the business license fee, you will schedule an inspection with the Building and Planning Departments. Inspections are scheduled Wednesday or Thursday mornings.

It takes approximately 10-15 working days to receive your business license, depending on the completeness of your application and the approval of inspections from the Building and Planning Departments. The purpose of these inspections is to make sure that you are in compliance with the City's Municipal and Zoning Code requirements.

NOTE: Your business license will be mailed to you after completion of any special investigations that may be required. The License Department will verify with the appropriate agencies such as Los Angeles County Sheriff's Department regarding police matters; Los Angeles County Fire and County Building Departments for other matters such as occupancy, storage of materials and ventilation and Health Department for health permits.

3. Building and Safety Department

If new construction is to be done, such as tenant improvements and/or remodeling, building permits will be required as well as commercial plan check. Such improvements include new signage, air conditioning, partition walls, new storefront, additional square footage, etc.

See Planning and Building Departments prior to beginning any construction.

CHAMBER OF COMMERCE – 9050 LAS TUNAS DRIVE – (626) 286-3101

Contact the Chamber of Commerce for further information and suggestions for establishing your business.

ADDITIONAL APPLICANT INQUIRIES

1. Social Security Administration – 104 N. Mentor Avenue, Pasadena – (800) 772-1213
2. Dept. of Human Resources and Development – State Disability and Employment Insurance – (800) 480-3287
3. Transportation of goods – Goods picked up and delivered in most cities require business licenses and vehicle tags. Check with other cities involved.
4. Workmen’s Compensation Insurance – Required by the State for all full-time employees. May be procured through private insurance firms.

BUSINESS LICENSE FEE SCHEDULE

All licenses are issued at a flat rate that is valid for a calendar year, January thru December.

1. Business by Vehicle

Flat Fee	\$ 75.00
Processing Fee	\$ 28.00 (one time fee)
Per Vehicle	\$ 8.25
Per Owner/Driver (Sheriff’s fee)	\$ 87.00

2. Home Occupation

Flat Fee	\$ 64.00
Processing Fee	\$135.00 (one time fee)

3. Manufacturers, Professionals, Retailers. Services, Wholesalers

Flat Fee	\$ 75.00
Processing Fee - Regular	\$320.00 (one time fee)
Processing Fee - Regulated	\$521.00 (one time fee)
Per Employee	\$ 8.25

Coin-operated machines (per machine)

Amusement, mechanical ride for children	\$ 27.00
Other amusement machines	\$ 27.00
Music machines	\$ 27.00
Other vending Machines	\$ 21.00
Games of Skill and Science machines	Annual Permit of \$49, plus \$27 per machine

4. Auto Repair Shop

Flat Fee	\$110.00
Processing Fee	\$320.00 (one time fee)

5. Private Schools/Tutoring Institutions

Flat Fee	\$183.00
Processing Fee	\$320.00 (one time fee)

如何在天普市成立公司

天普市及天普市商会歡迎您在天普市成立公司。我们鼓励您利用我们在这方面的协助和服务，由于我们衷心赤诚地关心商业界的福祉和繁荣。

為了帮助您完成一些成立公司必须具备的条件，我们列举了下列的建议以及程序清单：

1. 与银行或贷款公司建立好密切的关系。
2. 和律师复习研讨所有和您的公司业务有关的法律问题。
3. 取得您计划中的业务所在地完整的房地产的资料。知道正确的地点和地址，房地产主人的名字和收购的细节（如果有关系）。在您**签约**之前，请先向市政府办公室查询，该地点是否允许经营您的行业。

特殊规定:

各种不同的公司行业有其独特的操作环境及条件。您在成立公司的过程中，应该和管理各种公司营业规定和条件的机关联络。

1. Los Angeles County Sheriff's Department – 8838 Las Tunas Drive - (626) 285-7171
请向这个警察局查询您是否需要和营业有关的加强执法的资料。
2. State Board of Equalization – 1521 W. Cameron, #300, West Covina - (626) 480-7200
请向这个税务董事会查询您的行业是否需要转售许可证（resale permit）或申请一个转售税证号码（resale tax I.D. number），以及/或贩卖许可证（seller's permit）。
3. L.A. County Fire Prevention – 15660 Stafford St. City of Industry – (626) 336-6950
请向这个防火部门查询有关场地使用，储藏易燃物，适当的通风，等等事项的规定。
4. Los Angeles County Recorder's Office – 12400 Imperial Hwy, Norwalk - (562) 462-2060 网站 www.lavote.net
请向这个推事办公室提出一个编造的商业名称。所谓编造的商业名称就是一个和您个人自己名字不同的，用于您的公司的名称。这是加州法律的规定，您需要向推事办公室申报一份编造名称声明（Fictitious Name Statement）并且在当地的报纸上登广告。
5. Health Department – 1435 W. Covina Pkwy., West Covina – (626) 813-3346
请向这个卫生局查询您的业务是否需要卫生许可证（health permit）。

市政府办公室 CITY HALL – 9701 Las Tunas Drive, Temple City – (626) 285-2171

1. 计划与规划部 (Planning and Zoning Department)
在天普市建立公司，首先要到计划与规划部门取得规划批准经营您的行业。在取得初步的认可之后，您要申请营业执照（business license）。同时需要提出店铺平面图及说明业务活动的文书。
2. 社区发展部门 (Community Development Department)
大部分位于商业区的公司，营业执照的年费是 \$75.00。然而，年费可能根据您所操作的业务性质而定。同时，也可能还要收取其他的业务费用。在您提出申请的时候，执照/许可专员会向您解释收取这些费用的目的。执照在每年的 12 月 31 日到期失效。您会收到执照换新的礼遇通知，但是，不论您是否收到通知，年费仍然需要按时交付。

一旦您呈递上完成的申请表格并且缴付了营业执照费，您要 and 建筑与计划局（Building and Planning Departments）安排一个检查日期。这种检查可以安排在星期三或星期四的上午。

根据申请手续的完整程度，及通过各项建筑及计划局的检查的要求，您在 10 – 15 个工作日内收到您的营业执照。这些检查的目的是确定您的营业场地合乎本市各项市区及策划法令之规定（City's Municipal and Zoning Code）。

请注意：在您完成任何必需通过的特殊检查後，您的营业执照将邮寄给您。执照局（License Department）将向各相关部门证实手续的完善，例如：向洛杉矶县警察局查证有关警察事务；向洛杉矶县消防和县建筑部门查证有关场地使用，储藏，通风等事项，以及向卫生局查证卫生许可证等。

3. 建筑及安全部门 (Building and Safety Department)

如果要做建筑工程，比方为房客改善房屋/或改建，需要有建筑许可证，也需要查证营业计划。这类改善工程包括新招牌，空调，隔间，新店面，增加场地面积，等等。

切记务必在开始任何施工前接洽计划及建筑部门 (Planning and Building Departments) 。

商会 (CHAMBER OF COMMERCE) – 9050 LAS TUNAS DRIVE – (626) 286-3101

接洽商会取得更多资料和该商会对您的业务的建议。

申请人的其他照会 (ADDITIONAL APPLICANT INQUIRIES)

1. 社安局 (Social Security Administration) – 104 N. Mentor Avenue, Pasadena – (800) 772-1213
2. 人事和发展部门 (Dept. of Human Resources and Development) – 加州伤残及工作保险 (State Disability and Employment Insurance) – (800) 480-3287
3. 货品运输 – 多半的城市收货和送货需要有商业执照和车辆牌照。请向和您业务有关的其他城市查询。
4. 工伤保险 (Workmen’s Compensation Insurance) – 加州政府规定对全职员工一定要有这项保险。可以从私家保险公司购买。

营业执照费期限 (BUSINESS LICENSE FEE SCHEDULE)

所有发出的执照其划一费有效期均为每年一月至十二月。

1. 以车辆营业 (Bussiness by Vehicle)

划一费	\$ 75.00
手续费	\$ 28.00 (只收一次)
每辆	\$ 8.25
每位车主/驾驶 (警察局费用)	\$ 87.00

2. 在住家营业 (Home Occupation)

划一费	\$ 64.00
手续费	\$135.00 (只收一次)

3. 制造业, 专业, 零售业, 服务业, 批发业 (Manufacturers, Professionals, Retailers, Services, Wholesalers)

划一费	\$ 75.00
手续费 – 普通	\$320.00 (只收一次)
手续费 – 受管制的	\$521.00 (只收一次)
每位雇员	\$ 8.25

硬币操作之洗衣机 (每台)

娱乐, 儿童骑的机器动物	\$ 27.00
其他娱乐机械	\$ 27.00
音乐机械	\$ 27.00
其他贩卖机	\$ 21.00
技术性 & 科学游戏机器	许可证年费 \$49, 外加每台机器 \$27

4. 修车厂 (Auto Repair Shop)

划一费	\$110.00
手续费	\$320.00 (只收一次)

5. 私立学校/补习班 (Private Schools/Tutoring Institutions)

划一费	\$183.00
手续费	\$320.00 (只收一次)