

**CITY OF SEAL BEACH**  
**211 8<sup>th</sup> Street**  
**Seal Beach, CA 90740-6305**  
**(562) 431-2527, Extension 1314**



### **BUSINESS LICENSE APPLICATION PROCESS AND FEES**

Thank you for your interest in a City of Seal Beach Business License. Please do not hesitate to contact our office for assistance or questions during the approval process of your business license.

**GETTING STARTED:** City of Seal Beach business licenses are administered on a fiscal year basis (July 1<sup>st</sup> to June 30<sup>th</sup>). All businesses are required to fill out and complete a City of Seal Beach Business License Application. Our office address is 211 8<sup>th</sup> Street, Seal Beach, CA 90740. The office is open Monday through Friday from 8AM to 5PM excluding holidays. City Hall closes daily from 12PM to 1PM during the lunch hour. The business license contact telephone number is (562) 431-2527, extension 1314 or email: [businesslicese@sealbeachca.gov](mailto:businesslicese@sealbeachca.gov).

Business License Applications may be obtained by one of the following methods:

- A) Business License Applications are available at City Hall - Finance Department.
- B) Contact our office and request that an application be mailed to your business address.
- C) Download a copy of the applicable business license forms from the City of Seal Beach website at [www.sealbeachca.gov/departments/finance/forms](http://www.sealbeachca.gov/departments/finance/forms).

Complete the entire business license application and supplemental forms in detail (Business Occupancy, Workers' Compensation Insurance, Stormwater Quality Information, AQMD, Home Occupation, Police Department Notification) in detail and return the application to City Hall. All applicants are required to submit applicable identification numbers including but not limited to Social Security Number (SSN), Employer Identification Number (EIN); and State Board of Equalization Number (SBOE). Attach a copy of your Fictitious Business Name Statement (FBN), Massage Therapist, Cosmetology State Certification, and/or State Contractor Licenses to the application. A health permit is required from the Orange County Health Department if your business dispenses, sells, or processes food products.

**FEES:** The current business license basic tax for FY 2014-15 is \$215.00. Each business license, business license renewal, or permit is subject to an additional fee of \$1.00 in accordance with California Government Code 4467(b) (SB1186) effective January 1, 2013. There are exceptions to the basic tax rate for certain business types per city municipal code. Upon approval of a city business license, your business will be invoiced according to the city's fee schedule (Resolution 6474) usually within a two-week period. Please do not send payment with your application. All business license tax rates are adjusted by the Consumer Price Index (CPI) each year at the City Council's discretion. First time businesses with a start date beyond January 1<sup>st</sup> pay a reduced fee of one half the standard rate, regardless of how close the start date is to the end of the fiscal period. Business license accounts do not automatically close. Business owners are required to notify the City of Seal Beach if the business is

discontinued or has decided not to pursue a city business license to prevent the assessment of delinquent fee(s).

**ZONING REQUIREMENTS:** When the business license application is received, it will be routed to the Planning Department which is responsible for approving all business licenses. The departmental review of the application focuses primarily on whether or not the proposed business activity is an allowable use within the area/zone in which the business activity is located. In addition, parking will be reviewed for applicable parking requirements. Please contact the Planning Department for further clarification or information regarding zoning requirements prior to submitting your application. The Planning Department contact telephone number is (562) 431-2527, Extension 1316.

**BUILDING PERMITS:** A building permit may be required if there are any plans to change or remodel any portion of the interior or exterior of the business location. In addition, a permit may be required if you post, raise, or replace signs at the business location. For further information and building code requirements, please contact the Building Department at (562) 431-2527, Extension 1323.

**POLICE DEPARTMENT NOTIFICATION FORM:** Care giving and massage therapy business applicants are required to complete the Police Notification Form in addition to the business license forms. This information will be kept on record at the City of Seal Beach Police Department in case of emergencies when owner notification is necessary. A background check is required.