

THE CITY OF

# MONROVIA

BUSINESS LICENSING



## WELCOME TO THE CITY OF MONROVIA!

Welcome to the City of Monrovia! Monrovia is a premier place to conduct your business, and it is our goal to make obtaining a business license a streamlined process. This information is intended to provide basic information that you will need to begin a successful business in our community.

Every business that operates within the City of Monrovia or provides a service to the City (even if your business is based outside of the City) must obtain a business license and comply with the provisions of the Monrovia Municipal Code. Only businesses specifically exempted by State or Federal laws are not required to obtain a business license. Business license taxes and fees help pay for city services that benefit the community, businesses and the general public.

Once you have in mind a proposed location and the type of business that you would like to operate, contact the Planning Division to inquire about the zoning regulations for your business. The Planning Division reviews the proposed use and location to verify zoning compatibility. In certain cases additional review may be required.

Additionally, if you are planning alterations, modifications or additions to the building (interior or exterior) and/or changing the occupancy type, you may need Building, Fire and Planning Division review/approvals and to obtain applicable permits prior to occupying the building.

## STARTING A NEW BUSINESS GENERAL CHECK-OFF LIST

- ✓ Get zoning clearance from the Planning Division
- ✓ Get any proposed building modifications, improvements or occupancy changes reviewed and approved by the Planning, Building and Fire Divisions; obtain any applicable **permits**
- ✓ Get your **Business License Application** from the Community Development Department or online at <https://www.cityofmonrovia.org/bl>. Complete the application with a detailed business operations statement and pay applicable fees
- ✓ Get any proposed **signage** including temporary, signs and banners approved by the Planning Division
- ✓ Set up a trash account with Athens by calling (888) 336-6100

**HOME OCCUPATIONS:** The City encourages the establishment of home occupations that are compatible with the residential character of the neighborhood. A home occupation may serve as an incubator to allow businesses to start up. However, a home occupation shall be incidental to the use of the site for residential purposes. A supplemental application is required for a Home Occupation business license. Please contact Business licensing at (626) 932-5582 for additional information.

**CONDITIONAL USE PERMIT:** Certain types of businesses and specially zoned areas have restrictions that require a conditional use permit. A conditional use permit requires a public hearing before the Planning Commission, the City Council's advisory board for all planning and zoning matters. The Commission reviews your application at a public hearing after review by the Planning Division and the Development Review Committee. The commission can approve your application, approve it with conditions, or deny it.

**DEVELOPMENT REVIEW COMMITTEE & HISTORIC PRESERVATION:** New commercial and industrial development, exterior changes, substantial building additions and signs/awnings may require you to go through additional review processes.

## BUSINESSES BASED OUTSIDE OF MONROVIA

For businesses based outside of the City but provide their service in the City including contractors, gardeners, and other professionals; complete the business license application and pay the applicable fees. Some business types such as mobile vendors (food trucks), sidewalk vendors, autos for hire, etc. will require additional review and submission of health permit (if applicable) and insurance.

### CONTACT INFORMATION:

#### COMMUNITY DEVELOPMENT DEPARTMENT:

BUSINESS LICENSE (626) 932-5582  
PLANNING DIVISION (626) 932-5534  
BUILDING DIVISION (626) 932-5581  
CODE ENFORCEMENT (626) 932-5582

#### CITYWIDE:

FIRE DEPARTMENT (626) 256-8110  
POLICE DEPARTMENT (626) 256-8030  
ATHENS SERVICES (Trash) (888) 336-6100  
CHAMBER OF COMMERCE (626) 358-1159

**Fictitious Name Filing: Los Angeles County - Register Recorder/County Clerk:** Fictitious Name Business Filing and Registration.  
(800) 201-8999

**State licenses: State licensing is required for many professional categories-Consumer Affairs:**  
(800) 952-5210

**California Department of Tax and Fee Administration (CDTFA)- Sellers Permit /State Sales Tax:**  
(800)-400-7115

**California Secretary of State - Corporate filing:**  
(916)-653-6814

**Employment Development Department (EDD) - Employers:**  
(888)-745-3886

**Franchise Tax Board - State Taxes:**  
(800)-852-5711

**Internal Revenue Service - Federal Taxes:**  
(800)-829-1040

## UTILITIES

Southern California Edison | (800) 655-4555

So Cal Gas | Residential: (877) 238-0092  
Commercial: (800) 427-2000

Water - City of Monrovia | (626) 932-5517

Athens | (888) 336-6100

Frontier Communications |  
Residential: (844) 276-6042  
Business: (844) 301-5298

Giggle Fiber | (626) 999-8888

Time Warner Cable & Spectrum |  
Residential: Time Warner: (800) 892-4357  
Spectrum: (855) 757-7328  
Business: (888) 692-8635

AT&T | (855) 795-8483

DirecTV | (855) 842-4388

Dish | (855) 542-4329