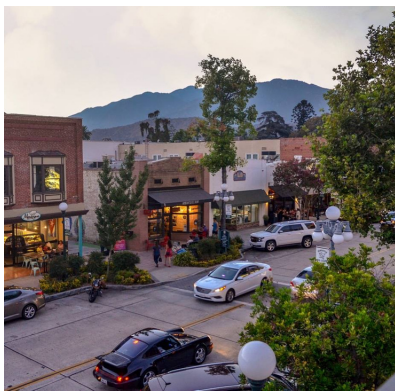


THE CITY OF
MONROVIA

BUSINESS LICENSING



DOING BUSINESS IN OLD TOWN 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, AND IN PARTICULAR, OUR HISTORIC OLD TOWN DISTRICT.

OLD TOWN IS THE HEART OF MONROVIA. IN OLD TOWN IT IS IMPORTANT THAT WE PRESERVE THE HISTORIC ELEMENTS WHILE STILL EMBRACING A VIBRANT FUTURE. THIS UNIQUE DOWNTOWN IS FILLED WITH HISTORIC BUILDINGS AND HAS AN ARRAY OF BOUTIQUE SHOPS, SPECIALTY STORES, AND A VARIETY OF RESTAURANTS AND ENTERTAINMENT. RESIDENTS AND VISITORS ALIKE VISIT OLD TOWN REGULARLY FOR ITS INVITING ATMOSPHERE AND SIGNATURE COMMUNITY EVENTS SUCH AS THE POPULAR FRIDAY NIGHT FAMILY STREET FAIR, MONROVIA DAYS, THE ANNUAL 4TH OF JULY CELEBRATION, TASTE OF MONROVIA, AND HOLIDAY PARADE.

BUSINESS LICENSE/OCCUPATION GUIDELINES

Every business that operates within the City of Monrovia must obtain a business license and comply with the provisions of the Monrovia Municipal Code. Business license taxes and fees help to pay for city services that benefit the community, businesses and the general public. Additionally, businesses that are physically located within the boundaries of our Old Town Business Improvement District (BID) pay an annual assessment fee that funds marketing, promotions and improvements of Old Town.

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 will review the proposed use and location to verify zoning compatibility. In certain cases additional review may be required.

Additionally, if you are planning any alterations, upgrades or additions to the building (interior or exterior); and/or changing the occupancy type, you may need Building, Fire and Planning Division review/approval 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 operation statement and pay applicable fees
- ✓ Get any proposed signage including temporary, signs and banners approved by the Planning Division
- ✓ Get any proposed outdoor dining or outdoor display items reviewed and approved by the Planning Division/DRC
- ✓ Set up a trash account with Athens by calling (888) 336-6100

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 (DRC) & HISTORIC PRESERVATION COMMISSION: New commercial and industrial development, exterior changes, substantial building additions, and signs/awnings may require you to go through additional review processes.

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.

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