



Business License Application

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.DiamondBarCA.gov

Check the Box that Applies:	Staff Use Only Business License #:
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- | | | |
|---|---|---|
| New Business (Zoning Clearance Required): \$122.01

Non-Profit Business: Fee Waived with Proof of Non-Profit Status

Business License Renewal: \$14 | Business Located Out of City: \$42

Business Requiring Background Check(s) (<i>Complete back of application form</i>)*: \$342 Per Person

Change of Business Name or Ownership Only: \$42 | New Home Based Business License (Zoning Clearance Required): \$122.01

Change of Location (Zoning Clearance Required): \$122.01 |
|---|---|---|

Pursuant to SB 1186, all fees include a State-mandated \$4 fee to fund accessibility programs for disabled persons.

***See reverse for a list of businesses requiring background checks**

BUSINESS INFORMATION

Business Name:	Business Phone:	
Description of Business Activities:		
	# of Employees:	
Business Address:		
City:	State:	Zip Code:
Mailing Address (If Different From Above):		
City:	State:	Zip Code:
E-mail:	Website:	

After Hours Contact: _____ **Phone:** _____

PLEASE READ, SIGN AND DATE

I declare, under penalty of perjury under the laws of the State of California, that the information provided in this application is true and correct. I understand that the issuance of a business license does not constitute approval of land use, and that I am responsible for compliance with the City's zoning, building, health and safety requirements and all other applicable laws prior to the commencement of business.

Business Owner	Owner 2 (If Applicable)		
Print Name:	Print Name:		
Title:	Title:		
Signature:	Date:	Signature:	Date:

STAFF USE ONLY

Classification Code: _____	Amount Paid: _____
Zoning Approval: _____	Processed By: _____
Comments: _____	Date Processed: _____
Dental office forms provided to applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	



Business License Application Part 2

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BACKGROUND CHECK REQUIREMENTS:

The following business types are required to complete a background check investigation prior to the issuance of a Business License.

This investigation may include reports from the Sheriff's Department, Planning and Building & Safety Divisions, Fire Department, Los Angeles County Health Department, and any such other information as deemed necessary by the City in order to determine if the applicant meets the business license criteria for issuance. If you have one of the following business types, please check the appropriate box and complete the background check information below:

- | | |
|--|---|
| Acupressure Establishments | Firearms Dealers |
| Adult Oriented Businesses | Indoor Amusement/Entertainment Facilities |
| Alarm Systems | Massage Establishments |
| Alcoholic Beverage Sale (Off-Site Consumption) | Pawnbrokers and Second Hand Dealers |
| Bars and Nightclubs | Peddling-Solicitation |
| Computer Services (Network Gaming Center) | Psychic Reading |
| Entertainment Establishments | Tow Trucks and Towing Companies |

BACKGROUND CHECK APPLICANT(S): \$342 Per Applicant (Submit additional forms if necessary)

Applicant 1 Name (Print): _____ Title: _____

Address: _____ Drivers License #: _____

City/State/Zip: _____ Phone No: () -

I hereby authorize the City of Diamond Bar to conduct a Background Check:

Applicant's Signature: _____ Date: _____

Applicant 2 Name (Print): _____ Title: _____

Address: _____ Drivers License #: _____

City/State/Zip: _____ Phone No: () -

I hereby authorize the City of Diamond Bar to conduct a Background Check:

Applicant's Signature: _____ Date: _____

Applicant 3 Name (Print): _____ Title: _____

Address: _____ Drivers License #: _____

City/State/Zip: _____ Phone No: () -

I hereby authorize the City of Diamond Bar to conduct a Background Check:

Applicant's Signature: _____ Date: _____