



City of **LYNWOOD**

A City Meeting Challenges

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LYNWOOD, CALIFORNIA 90262
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A GUIDE TO ESTABLISHING AND CONDUCTING A BUSINESS IN LYNWOOD, CALIFORNIA

This information is provided as a public service to assist those persons interested in establishing and conducting a business in the City of Lynwood. It is not warranted to be all-inclusive. Any errors or omissions herein will not relieve the business owner of his/her responsibility in fulfilling all legal requirements.

WHO NEEDS A BUSINESS LICENSE ?

Any individual, corporation or sole proprietor who wishes to conduct a business within the City of Lynwood must obtain a business license. City law states that no person shall engage in business or transact and carry on a business, trade, profession, calling or occupation in the city without first having procured a license from the city to do so or without complying with any and all applicable provisions of Chapter 4 of the Municipal Code of the City of Lynwood.

***** A separate license is required for each branch or location of business. *****

EXEMPTIONS:

Only those businesses specifically exempted by State or Federal Statute.

BUSINESS LICENSE INFORMATION

The City of Lynwood requires a business license to operate any type of business in the City. A business license can be issued once an applicant has submitted a **PRELIMINARY BUSINESS LICENSE APPLICATION** and pays a _____ filing fee (this fee is non-refundable).

A Preliminary Business License Application can be obtained from The Business License Department in the main lobby of City Hall.

At the time an application is submitted, a receipt will be issued. **YOU MAY NOT OPERATE THE BUSINESS** until such time as all City requirements are met, business license fees paid and have been issued a Business License.

REMINDERS

*** All businesses within the City of Lynwood must contract with Consolidated Disposal Services, call (800)299-4898.

*** All businesses are subject to payment of the utility users tax whether contracting for services with major local utility companies or transferred in from outside utility companies.

*** Any and all signage must conform with the City of Lynwood sign ordinance. Sign applications may be obtained from The Planning Division. Proof of signage approval or waiver of signage by Planning is required by The Business License Department before a business license will be issued.

**** Definition of an Employee: For the purpose of Business License Taxation in the City of Lynwood, an employee is defined as: Every person engaged in the operation or conduct of any business, whether as owner, member of the owner's family, partner, associate, agent, manager or solicitor, and every person employed or working in such business, whether full time, part time, permanent or temporary, for a wage, salary, commission or room and board.

GENERAL INFORMATION

Your business activity may require a Seller's Permit (Retail Sales Tax Number) from the State Board of Equalization. To obtain such permit, you must apply in person at one of the local district offices.

State Board of Equalization
12440 E. Imperial Hwy
Norwalk, CA 90650
(562)466-1694

Contact the Internal Revenue Service for a Federal Employer Identification Number. The IRS will provide a Businessman's Kit, seminars for new businesses, additional information and forms call (800)829-1040.

Contact the State Employment Development Department-Division of Audits, to obtain a State Employer Identification Number if you have employees and withhold State Income Tax, Disability and Unemployment Insurance, call (562)923-1237.

Concerning your insurance requirements, such as liability and worker's compensation, contact your insurance agent for information about your particular kind of business.

Contact the Franchise Tax Board if you intend to have employees or to obtain a form 540 for estimating state withholding tax for yourself, call (800)582-5711.

GENERAL INFORMATION (CONTINUED):

Contact the Alcoholic Beverage Control Board if you plan to sell or serve alcoholic beverages.

Department of Alcoholic Beverage Control (ABC)
3950 Paramount Blvd Suite #250
Lakewood, CA 90712
(562)982-1337

FICTITIOUS NAME OR DBA (DOING BUSINESS AS)

If your business does not include your surname or if the business name suggest that there is an existence of additional owners you must file a fictitious name. For example, a business name such as "Jones Materials" does not require a fictitious name filing. If you use your initials or only use your first name such as "Jim and Company Materials" or "Jones and Sons Materials" (adding "Company" and "Sons" to name), you will need to file a Fictitious Business Name. The same applies if you use a slogan or catchy name under which you will be operating a business.

If you are using a fictitious business name, contact the County Clerk's Office and your local newspapers with regard to publication of notice, etc.

Registrar recorder/County Clerk
12400 E. Imperial Hwy
Norwalk, CA 90650
(562)462-2177 or (800)210-8999

PREPARATION OR SALE OF FOOD:

If your establishment intends to prepare and/or sell food of any type, you must have L. A. County Health Department Certification before a business license will be issued. The Business License Department will automatically contact the Health Department for food oriented businesses. For questions regarding your business contact the L. A. County Health Department at (323)235-7009.

**VENDING MACHINE, JUKE BOXES,
AMUSEMENT AND GAME MACHINES:**

If you intend to install and provide either vending or amusement/video game machines as part of your business establishment, you must obtain a separate business license for each type of machine. (Vending or Amusement /Video Game). Each machine must be labeled as to owner, business address and business telephone number.

