

## BUSINESS LICENSE REQUIREMENTS CHECKLIST

- A completed “Application for Business License” is required for all persons conducting business within the City.
- Fictitious Business Name: County Recorders Office (714) 834-2500. Although not required, the City recommends that every business file a statement when starting their business.
- Employer Id Number: State Employment Development Department At (714) 347-9204. Required To Be Filed 15 Days After You Hire Employees.
- Incorporation: Secretary Of State (213) 897-3062.
- Trademark Registration: Limited Partnership Division (916) 653-3365.
- Seller’s Permit/Resale Number: Resale Number Required For Any Business That Is Retailing, Wholesaling Or Manufacturing A Tangible Product. Contact The State Board Of Equalization: Irvine (949) 440-3473.
- State Licensed Contractor: State Number And Classification Is Required. Contact State Contractors Board At (800) 321-2752 for any questions.
- Costa Mesa Residents Only: If Using Your Home As The Office/Headquarters Location, A Home Occupation Permit Is Required Along With the Application for Business License. Call (714) 754-5234. There is a one-time, non-refundable fee of \$50.00 for this permit.
- Day Care Centers: License From The Community Care Services Required. 7 14/703-2 800- - If You Will Have 7 Or More Children In Your Care, Contact Our Planning Department For Further Requirements. (714) 754-5245.
- Non-Profit Organization: Need To Supply Proof Of Your Non-Profit Status By Submitting Letters From Internal Revenue Service And State Franchise Tax Board, Current Audited Financial Report, List Of Members. Must be established in the City of Costa Mesa for at least Three (3) years to obtain a bingo permit. For Solicitation activities, please contact the Planning Division at (714) 754-5234.
- Check cashing business: permit from the department of justice required before business license can be issued. Contact the DOJ personnel at (916) 227-3250.

Certain businesses require special permits before issuance of a Business License. These uses and the approving authority are listed below:

Adult entertainment	Police Chief
Advertising by handbills	Finance Director
Advertising by sound trucks street banners or signs other than billboards	City Council
Amusement games and rides*	Finance Director
Auctions and closeout sales	Finance Director
Auto salvage/dismantling	City Council
Bingo games	Finance Director
Christmas tree lots*	Finance Director/Fire Chief
Firearms dealer permits	Police Chief
House number painter	Finance Director/Public Svcs
Itinerant merchant	Finance Director
Junk collector/dealer	Finance Director
Massage parlor*	Police Chief
Masseur/Masseuse	Police Chief
Peddler (door-to-door) Safe and sane fireworks	Police Chief Finance Director/Fire Chief
Secondhand dealers	Police Chief
Sidewalk/Parking lot sales	Finance Director
Solicitor (door-to-door)	City Council/Police Chief
Swap meet*	City Council Finance
Transient Occupancy Tax Permit	Director

- These uses also require review by Building and Safety Division to ensure proper occupancy and compliance with structural, electrical and accessibility codes.

Before applying for any of the permits described above or leasing or buying a building, it is critical that you make sure that your proposed business is consistent with the zoning of the property on which you plan to locate. This can be done by either calling (714) 754-5245 or by visiting the Planning Division of the Development Services Department located on the 2<sup>nd</sup> floor of City Hall, 77 Fair Drive. Planners are available to check the zoning of the property and can advise you on your business' consistency with the applicable zoning district. If you use required special consideration such as a Conditional Use Permit or Minor Conditional Use Permit, the staff planner can advise you of the procedures you will need to follow. If your business is not permitted by the zoning district you have chosen, the planner can also advise you of the proper zoning district for your business.