



City of
Los Banos
At the Crossroads of California

**Community & Economic
Development Department**
520 J Street, Los Banos, CA 93635
Phone: (209) 827-2432

Email: businesslicenses@losbanos.org
Website: www.losbanos.org

Commercial Business License Application Submittal Requirements

- ☐ Completed Application
 - Specify Business License duration:
 - Annual – for a period of 12 months
 - Short Term – for a period of 3 months or 6 months; no more than one short term business license shall be issued in a 12 month period to the same licensee.
 - Temporary – for a period of 3 consecutive days or less; no more than 6 temporary business licenses shall be issued in a 12 month period to the same licensee.
 - If the applicant is not the property owner(s), the property owner(s) shall authorize submittal of application.
- ☐ Business License Operational Statement
- ☐ Business License fee – see attached fee schedule for applicable fees
- ☐ For Veterans – proof of Form DD-214 Certificate of Release or Discharge from Active Duty issued by the United States Department of Defense, for Sole Proprietorship only
- ☐ Articles of Incorporation/Organization or most recent Statement of Information (SI 550 or LLC12) filed with the California Secretary of State, if applicable
- ☐ Color copy of a valid State-issued Driver's License/Identification Card for each Business Owner listed on the Business License application, for Sole Proprietorship or General Partnership only
- ☐ Copy of a valid Fictitious Business Name Statement filed with the County Clerk's Office, if applicable
- ☐ Copy of a Seller's Permit, if applicable
- ☐ Copy of a Health Permit, if applicable
- ☐ Proof of Coverage under Industrial General Permit [i.e. document with Waste Discharger Identification (WDID) number], if applicable
 - See Attachment A. Businesses operating under specific Standard Industrial Classification (SIC) codes (generally those between 0211 and 5171) must obtain coverage under the State Water Resource Control Board's (SWRCB) General Industrial Stormwater Permit. For more information and specific requirements, visit www.waterboards.ca.gov.
- ☐ Other required establishment/premises licenses, permits, and/or registrations, if applicable
- ☐ Other required individual licenses, permits, and/or registrations, if applicable

Note: *Staff may deem additional submittal information necessary. Paper applications with original business owner signature must be submitted to the address on the application. Make checks and money orders payable to: City of Los Banos. Incomplete or illegible applications will delay the processing and issuance of the business license. Issuance of Commercial Business Licenses will be contingent upon clearance of any pertinent Fire, Building, and/or Code Enforcement inspections and payment for these inspections or any delinquent fees owed. Once the Business License application has been reviewed, processed, and verified, the Business License will be mailed to the address listed on the application.*