



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 #:

New Business (Zoning Clearance Required): \$146.54	Business Located Out of City: \$49.08	New Home Based Business License (Zoning Clearance Required): \$146.54
Non-Profit Business: Fee Waived with Proof of Non-Profit Status	Business Requiring Background Check(s) (<i>Complete back of application form</i>)*: \$349.08 Per Person	Change of Location (Zoning Clearance Required): \$146.54
Business License Renewal: \$14	Change of Business Name or Ownership Only: \$49.08	Sidewalk Vending: \$49.08

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: _____ Square footage of tenant space: _____

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? ☐ Yes ☐ 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:

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 on Private Property
Computer Services (Network Gaming Center)	Psychic Reading
Entertainment Establishments	Tow Trucks and Towing Companies
Firearms Dealers	

BACKGROUND CHECK APPLICANT(S): \$349.08 Per Applicant (Submit additional forms if necessary)

Applicant 1 Name (Print):	Title:
Address:	Drivers License #:
City/State/Zip:	Phone No: () -
<i>I hereby authorize the City of Diamond Bar to conduct a Background Check:</i>	
Applicant's Signature: _____	Date: _____
Applicant 2 Name (Print):	Title:
Address:	Drivers License #:
City/State/Zip:	Phone No: () -
<i>I hereby authorize the City of Diamond Bar to conduct a Background Check:</i>	
Applicant's Signature: _____	Date: _____
Applicant 3 Name (Print):	Title:
Address:	Drivers License #:
City/State/Zip:	Phone No: () -
<i>I hereby authorize the City of Diamond Bar to conduct a Background Check:</i>	
Applicant's Signature: _____	Date: _____