

Frequently Asked Questions:

What if I Don't Obtain a License?

Conducting business in the city without a license can result in penalties, Notices of Violation and Administrative Citations. It is a misdemeanor to violate the City Business License ordinances.

Do I Need to Display My Business License?

Yes, all business licenses must be posted in public view at the fixed location of the business. For those businesses without a fixed location, the responsible party must carry the business license with them while conducting business in Placentia.

How Often Do I Need to Renew It?

Business licenses are renewed annually. A courtesy notice is mailed a month before the due date. However, you are responsible for renewing your license whether or not the renewal notice is received. If the payment is received after the due date a 10% penalty is charged for the first month and 5% thereafter up to 50%. Notices of Violation and Administrative Citations may also be issued.

I am Moving to a New Location in the City.

Please notify us of your new address, phone number, and any other changes to your business. After compliance with any applicable city requirements, your business license may be transferred to the new location.



The City Council is committed to keeping Placentia a pleasant place by providing a safe family atmosphere, superior public services and policies that promote the highest standards of community life.

Building and Planning Counter Hours

Monday to Thursday
7:30 a.m. to 2:00 p.m.

Important Telephone Numbers

Administration	714.993.8117
Building Department	714.993.8127
Development Services	714.993.8124
Finance Department	714.993.8237
Police Department	714.993.8164

**City Hall Hours: 7:30 am—6:00 pm
Monday to Thursday**

www.placentia.org

City of Placentia

All American City

How to Obtain a Business License in Placentia

City of Placentia

**401 E. Chapman Avenue
Placentia, CA 92870**



City of Placentia

The City of Placentia welcomes new business enterprises and values the businesses that have made Placentia their home.

This information guide is intended to assist you in operating your business in the city. It is not all-inclusive and any specific questions should be directed to the Business License Division at (714) 993-8230. A City of Placentia business license is not a regulatory license but is a tax to help pay for the public safety needs of the people of Placentia.

Who Needs a Business License?

The City of Placentia Municipal Code requires any individual, sole proprietor, partnership, corporation or entity that wishes to conduct business within the City of Placentia must secure a business license. Business Licenses are not transferred between owners; however, they may be transferred to a new location upon notification to Business License and approval by the City Planning Division. A business license is required including but are not limited to:

- Any business in a commercial or industrial location
- Persons who have a home office or use their home as the headquarters of their business
- Independent contractors such as doctors, real estate brokers, hairdressers, and clowns

- Businesses, which are located outside the city, but transact business in the city such as contractors, cleaners, repair people, gardening
- Apartment owners renting 4 or more units
- Mobile Vendors who sell merchandise from their vehicles, such as ice cream trucks
- Temporary businesses such as a one-day or weekend event in the city, or a short-term seasonal business

How Do I Obtain a Business License?

You can obtain an application from City Hall, or download one from our website at www.placentia.org. Look under Finance Department then Business License. **Approval from Planning and/or Building Divisions are required before business license can be issued.**

How Much Does It Cost?

The business license cost is based on a flat tax plus administrative process fee for **YEAR ONE** and gross receipts thereafter.

- Retail—\$48.00 • Service—\$48.00
- Manufacturing/Wholesale—\$48.00
- Contractors: Class A/B—\$120.00 Class C—\$75.00
- Profession: \$75.00/prof; \$28.00/non prof

Some business licenses are calculated differently (rentals, solicitors, vending machines, etc.) so call (714) 993-8230 for fee.

What Other Things May I Need?

Building and Zoning required by the Planning Division for businesses in a commercial or industrial location.

Condition Use Permit required by the Planning Division for some businesses such as live entertainment, dance schools, internet cafes, or alcohol sales.

Fictitious Name (dba) must be filed if you choose a business name that does not include your own last name. Contact the County Clerk's office at (714) 834-2889, go online at <http://www.oc.ca.gov/recorder>.

Seller's Permit (Resale #) required by the State Board of Equalization if you sell merchandise. Call (949) 440-3473 or visit www.boe.ca.gov.

Health Permit required for food handling, permanent make-up, tattooing or body piercing. Contact O.C. Environmental Health at (714) 433-6000.

Federal Tax ID # required if you have employees, are incorporated, or have a registered partnership. Call (800) 829-1040 or visit www.irs.gov.

Worker's Compensation Insurance required if you have employees. Contact your local insurance agent, state fund or visit www.dir.ca.gov/works_comp.html.

Liquor License required by the State Dept. of Alcoholic Beverage Control if you sell or serve alcohol. Contact (714) 558-4101 or visit www.abc.ca.gov.

Special Permits required by the Police Dept. for certain types of business activities. Some examples are firearm dealers, pawnbrokers, psychic reading,