

CITY OF MONTEBELLO

BUSINESS LICENSE APPLICATION PROCESS

Step 1: Contact the Planning Division at (323) 887-1200 ext. 477 to determine if the requested business is located in an appropriate zoning district.

Step 2: Submit the complete Business Tax Application to the Finance Department Business License Division along with all required attachments (*i.e. Fictitious Business Name Statement, Articles of Incorporation, Health Permit, Sellers Permit, State Certificates, Home Occupation Permit, etc.*).

Incomplete applications will not be accepted

Step 3: Pay your business license fee to the Finance Department Cashier.

Step 4: If applicable, contact the Fire Department at 323-887-4507 or email fireinspection@cityofmontebello.com to schedule an inspection of your business. This inspection will require a separate fee of \$112.00 upon completion of inspection the inspection to be paid at Finance Department Cashier.

Step 5: After all inspections are completed, you will receive you license in the mail.

Step 6: You are now ready to conduct business in Montebello.

Congratulations!

The Overall Process May Take Approximately (30) Days Please call if you have any questions: 323-887-1448