



7800 Katella Avenue, Stanton, CA 90680

(714) 379-9222 • Fax (714) 890-1443

[www.ci.stanton.ca.us](http://www.ci.stanton.ca.us)

## **WELCOME TO THE CITY OF STANTON!**

The City of Stanton is delighted and proud to have you as a new member of our ever growing business community! You will find that the City of Stanton is a wonderful place to operate your business with its close proximity to four freeways, home to Beach Boulevard which is the busiest street in all of Orange County, and centrally located to serve both Orange and Los Angeles Counties.

## **NEW BUSINESS INFORMATION PACKET**

This packet has been created to help you through the process of establishing your business in the City, and includes:

- A guide to establishing a new business
- Information for Senate Bill 1186 State Mandated Disability Accessibility Requirements
- An introduction to the Stanton Business Alliance and what it can do for you
- An introduction to the Shop Stanton Program
- Questionnaires to assist you with determining if your business requires permits from other agencies

Our staff is available to help you along the way. Please contact us at (714) 379-9222 if you have any questions, or need any assistance. The City looks forward to building a beneficial relationship with you and your business.

*\*Please note that this guide is provided as a public service to assist those persons and entities interested in establishing and conducting business in the City of Stanton. It is not warranted to be all-inclusive. Any errors or omissions herein will not relieve the business owner of his/her responsibility, obligation or liability in fulfilling all legal requirements.*

# STANTON

## GUIDE TO ESTABLISHING A NEW BUSINESS

### WHO NEEDS A BUSINESS LICENSE?

Any individual, corporation, or sole proprietor who wishes to conduct business within the City of Stanton must secure a business license. No person shall engage in business or transact and carry on a business, trade, profession, or occupation in the City without first having procured a license from the City to do so. A separate license is required for each branch or location of business.

### OTHER AGENCIES YOU MAY NEED TO CONTACT PRIOR TO OPENING YOUR BUSINESS

- Your business may require a Seller's Permit (Retail Sales Tax Number) from the **State Board of Equalization**. You may wish to contact them, at (949) 440-3473 or visit their webpage at <http://www.boe.ca.gov/>, to determine if your business requires such a permit.
- Contact the **Internal Revenue Service** at (800) 829-1040 or visit them at <http://www.fedworld.gov/> for a Federal Employer Identification Number.
- Contact the **Franchise Tax Board**, at (800)852-5711, if you intend to have employees or to obtain Form 540 for estimating state tax withholdings for yourself.
- Contact the **Orange County Clerk Recorder**, at (714) 834-2889 or visit them at <https://efbn.ocgov.com/eFBNweb/> to file a Fictitious Business Name.
- Contact the **Alcoholic Beverage Control Board**, at (714) 558-4101 or visit them at <http://www.abc.ca.gov> if you plan to sell or serve alcoholic beverages.
- If you need assistance in planning for and running a successful business, you may wish to contact the **Small Business Administration**, at (714) 550-7420 or visit them at <http://www.sba.gov>.
- Your business activities may require a permit from the **Orange County Health Care Agency**. A questionnaire has been included in this packet to assist you with determining whether you will need to contact the Health Agency at (714) 667-3600 or visit them at [www.oc.ca.gov/hca](http://www.oc.ca.gov/hca).

### INFORMATION REQUIRED FOR FILLING OUT A BUSINESS LICENSE APPLICATION

1. Company Name
2. Company Address
3. Name of Owners or Officers
4. Federal Employer Identification Number or Social Security Number
5. Description of Business Activities
6. Driver's License Number
7. Reseller's Permit Number (if applicable)
8. State Contractor's Number (if applicable)

### GENERAL NOTICE TO ALL BUSINESSES

#### Tenant Improvements (Unit Modification)

If tenant improvements are going to take place, it may be necessary for you to obtain building, plumbing, electrical and/or mechanical permits **BEFORE** commencing any work in these categories. Completion of construction is required prior to the issuance of a business license. Building Permit Applications are available at the Building Counter.

#### Signage

All advertising devices **MUST** receive approval by the City **BEFORE** installation. This includes banners, pennants, feather flags, balloons, inflatable signs, new sign construction, sign face changes, etc. Prior to installing any new sign or sign face change, you must submit plans to the Planning Division and receive approval. It may also be necessary for you to obtain building and/or electrical permits prior to installation.

\*Please be aware that the Planning and Building Department designated counter hours are as follows:

#### **PLANNING AND BUILDING DEPARTMENT COUNTER HOURS:**

7:00am to 8:00am, and 1:00pm to 5:00pm Monday through Thursday.

### NOTICE FOR FOOD SERVICE ESTABLISHMENTS

#### **Fats, Oils and Grease (FOG) Control Program for Food Service Establishments**

The City of Stanton is required by the State Water Resources Control Board (WDR Order 2006-0003) to implement a Fats, Oils and Grease (FOG) Control Program. The program is intended to reduce and prevent sanitary sewer overflows caused by FOG blockages in the sewer lines. The City's FOG Control Program includes the permitting of Food Service Establishments. **If you own or are preparing to operate a Food Service Establishment in the City of Stanton, you may be required to obtain a FOG Wastewater Discharge Permit.**

All Food Service Establishments that are permitted will be inspected to ensure compliance with their FOG Permit and the City's FOG ordinance. As part of the program, the City's FOG Inspector will provide a folder that contains the FOG Best Management Practices Poster, a FOG Brochure, the Permit limitations and conditions, an educational DVD and FOG log sheets.

In addition, all Food Service Establishments that are required to obtain a FOG Wastewater Discharge Permit will also be charged a **yearly FOG permit fee** as part of the business license renewal process in the amount of:

**\$190** for Food Service Establishments **WITH** Grease Interceptors

**\$340** for Food Service Establishments **WITHOUT** Grease Interceptors

If you have any questions regarding the FOG Wastewater Discharge Permit, please contact the City's Engineering Department at (714) 890-4205



# STATE OF CALIFORNIA

## Assembly Bill 1379

### **\$4 Surcharge on Business Licenses**

On October 11, 2017, Governor Brown approved Assembly Bill (AB) 1379 into law to increase the previous \$1 surcharge on any applicant for a local business license or renewal thereof to \$4. This change will be effective January 1, 2018 until December 31, 2023. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public.

You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx) .
- The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov) .
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov) .



The City of Stanton is pleased to inform you about the Stanton Business Alliance, and would like to encourage all businesses to join, free of charge! The Business Alliance has been established to allow for direct and open communication between the business community and the City. The Business Alliance meets quarterly with the goal of: providing businesses an opportunity to meet and talk directly with City officials; inviting guest speakers to discuss programs of interest to the business community; creating a forum for businesses to provide feedback; foster a discussion of City policies and regulations; and the networking of businesses.

In an effort to promote and assist with business growth, a web portal was created entirely dedicated for the business community ([www.StantonBusinessAlliance.com](http://www.StantonBusinessAlliance.com)). The City has taken a proactive approach to working as partners with the business community in efforts to retain, expand, attract business investment, and job growth. We invite you to get involved as we strive to help our business community grow and connect with one another.

If you would like to learn more about the Business Alliance or would like to join, you may either:

- Visit the Stanton Business Alliance website at [www.StantonBusinessAlliance.com](http://www.StantonBusinessAlliance.com)
- Contact the Community Development Department at (714) 890-4237
- Or fill out the bottom portion of this page and return it to City Hall at 7800 Katella Ave., Stanton, CA 90680.

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Name \_\_\_\_\_ Title \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

The Stanton Business Alliance meets quarterly to discuss a wide range of topics of interest to the business community. To better define the future discussions, please indicate which topic you would be most interested in discussing in the upcoming meetings (please check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Business Licensing     | <input type="checkbox"/> Signage                                    |
| <input type="checkbox"/> Parking/Transportation | <input type="checkbox"/> Zoning Standards/Land Use                  |
| <input type="checkbox"/> Financing              | <input type="checkbox"/> General Economic Development/Redevelopment |
| <input type="checkbox"/> Public Safety          | <input type="checkbox"/> Other _____                                |





Shop Stanton is a program sponsored by the City and the Stanton Business Alliance which is designed to provide shoppers with discounts, support local businesses, and keep needed tax dollars in the City. Shopping locally is more vital than ever and is the most direct way to impact our community's economic health by helping businesses grow, creating and sustaining jobs, and contributing to the local tax base.

### Business Participation Form

Business Name \_\_\_\_\_ Primary Contact Person \_\_\_\_\_

Business Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Discount(s) offered:

*Discounts or offers must be for residents, business owners, and employees of all ages.*

*I agree to abide by all program rules and offer the discount listed above to any patron presenting the Shop Stanton discount card. I understand that discounts or offers must be for residents, business owners, and employees of all ages. I will notify the City of any changes to the discount being offered prior to releasing the new discount. I understand that it is the responsibility of the business to provide notification to the City in order to be removed from the program participation list if the business no longer desires to participate in the program.*

Primary Contact Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to the Community Development Department:

Mail: The City of Stanton  
 Shop Stanton Program  
 7800 Katella Avenue  
 Stanton, CA 90680

Phone: (714) 890-4237  
 Fax: (714) 890-1443  
 Email: [Stanton@ci.stanton.ca.us](mailto:Stanton@ci.stanton.ca.us)



#### Sample Shop Stanton Card







# Orange County Health Care Agency - Environmental Health

## New Business Questionnaire

The Orange County Health Care Agency Department of Environmental Health protects public health and environment by helping businesses understand and comply with laws and regulations related to food, water, hazardous materials, and hazardous wastes. We are commonly known as the "Health Department" and are here to help you navigate through the laws and regulations that may be associated with your new business or project.

The following questionnaire asks you to provide us with further information to better serve you and your community.

Business Name \_\_\_\_\_ Business Address \_\_\_\_\_  
Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_ Date Escrow closed \_\_\_\_\_  
Business start date \_\_\_\_\_ Best time to contact you \_\_\_\_\_

**Please check the appropriate boxes:**

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Are you purchasing a restaurant or establishment that offers, prepares, stores or sells food or beverages?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you planning to build a new food service or food storage facility?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you planning any remodeling to an existing food service facility (including the removal or addition of any food related equipment)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will this be a business or operation that offers the sale of any of the following:  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Food that is prepared within the facility?   |                          |                          |
| • Herbs, teas, or bottled beverages?   |                          |                          |
| • Food that is prepared at another facility?   |                          |                          |
| • Food that you receive in a package that you will sell?   |                          |                          |
| 5. Are you planning a special event which will offer food for sale or give away free samples?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you planning to build or remodel a swimming pool or spa that is associated with apartments, condos, townhomes, a school, a hotel or a motel?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you planning on making any plumbing changes to a pool or spa described above?  |                          |                          |
| • Are you planning on changing drain covers in a pool or spa described above?  |                          |                          |
| 7. Will your business or project involve an underground or above ground storage tank?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will your business or project generate or store hazardous waste (automotive repair shops, ceramic products, paint formulators, auto paint shops, commercial printing, pesticide formulators, boat yards, jewelry manufacturing, photo-processing, building construction, metal finishing, printed circuit board manufacturing)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will your business or project generate universal waste (mercury thermostats, batteries, fluorescent tubes, non-empty aerosol cans, mercury switches, mercury thermometers, pressure or vacuum gauges, dilators or weighted tubing, rubber flooring, mercury gas flow regulators, counterweights and dampers, dental amalgam, consumer electronic devices, cathode ray tubes, gauges)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will your business or project generate medical waste (including medical, dental acupuncture, tattoo, permanent cosmetics, or body piercing)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will your business or project involve the removal, treatment, or separation of solid waste materials?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are you planning to construct, reconstruct or destroy a well, including soil borings, monitoring wells or cathodic protection wells?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Will your business or project involve renovation, repairs, or painting any structures that were built before 1978?   | <input type="checkbox"/> | <input type="checkbox"/> |

Thank you for taking the time to complete the questionnaire. If you answered "yes" to any of the questions above, you will need to contact the Orange County Health Care Agency, Department of Environmental Health to determine whether you will need to obtain any permits.

**County of Orange Health Care Agency/Environmental Health**  
**1241 E. Dyer Road, Suite 120, Santa Ana, CA 92705-5611**  
**Telephone: (714) 433-6000 Website: [www.ohealthinfo.com](http://www.ohealthinfo.com)**



# South Coast Air Quality Management District

21865 E. Copley Drive, Diamond Bar, CA 91765-4182  
(909) 396-3592 • <http://www.aqmd.gov>

## Air Quality Permit Checklist

California State Law Code 65850.2 prohibits cities from issuing an occupancy permit to a business without clearance from the local air quality agency. This checklist will determine if you need to obtain clearance from the South Coast Air Quality Management District (AQMD).

Company Name \_\_\_\_\_

Property Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone \_\_\_\_\_

Applicant (print name) \_\_\_\_\_ Signature \_\_\_\_\_

- Will the facility have any of the following equipment?      Yes       No 
  - Charbroiler
  - Dry cleaning machine
  - Spray booth
  - Printing press (screen/lithographic/flexographic)
  - Internal combustion engine (greater than 2 million BTU/hr. maximum input)
  - Abrasive blasting cabinet/room
  - Baghouse/cartridge-type dust filter/scrubber
  - Motor fuel storage and dispensing equipment
  
- Will any of the following operations be performed?      Yes       No 
  - Application of paints or adhesives
  - Etching, plating, casting, or melting of metals
  - Molding, extruding, or curing of plastics
  - Mixing and blending of liquids and/or powders
  - Storage of acids, solvents, organic liquids, or fuels
  - Production of fumes, dust, smoke, or strong odors

If you answered "No" to both questions, this checklist is your clearance from AQMD. If you answered "Yes" to either question, you must contact AQMD to determine if air quality permits are required. If permits are needed, AQMD will assist you in submitting permit application(s) and then provide you with a clearance letter. You can call AQMD at their Small Business Assistance Office at (800) 388-2121.