



GROW YOUR BUSINESS IN THE CITY OF COVINA



# BUSINESS LICENSING

**Thank you for doing business in the City of Covina!** We look forward to assisting you in your venture. Before your application for a Business License can be processed, we need to verify that your business meets all City requirements. To help us, please complete the accompanying Business License Application as thoroughly as possible. This will assist staff when reviewing your application and help to avoid any delays.

## How does the Out-of-Town business license process work?



**Submitting an application by mail.** If submitting an out of town business license packet by mail, please include the following: **1)** License application, **2)** payment (check or money order), **3)** copy of business owner or officer identification. *Incomplete forms will not be accepted.*

**Refunds.** As per Covina Municipal Code 5.04.270, taxes and fees collected through the business license process are nonrefundable, unless the amount was collected in error.

***If your business type is identified in this list, contact Covina Business Licensing at (626) 384-5506 for additional permitting information.***

- ▶ Mobile car detailing
- ▶ Commercial solicitations
- ▶ Filming
- ▶ Game or Vending machines
- ▶ Pet grooming
- ▶ Charitable & Religious solicitations
- ▶ Ice cream sales
- ▶ Rubbish & Junk collections
- ▶ Carnival or Circus
- ▶ Patrol Operators & Special Guards
- ▶ Taxicab
- ▶ Mobile food vending

**Not Sure if You Need a Business License?**  
*For Out-of-Town license information, contact the City of Covina Finance Department, Licensing Division at (626) 384-5506.*

## What is in this Packet?

- ▶ **Business License Application.** For your convenience this form can be completed electronically with Adobe Reader and printed, or printed then manually completed.
- ▶ **Tax and Fee Worksheet.**

## When can I operate my business?

Completing a business license application form does not permit you to operate a business in the City of Covina. You may not operate your business until all city requirements have been met, all associated fees have been paid and you have been issued a valid business license certificate.

## Contact Phone

- Business Licensing** (626) 384-5506
- Planning Dept.** (626) 384-5450
- Building & Safety** (626) 384-5460
- Environmental** (626) 384-5480
- Engineering** (626) 384-5490
- Covina Police** (626) 331-3391
- LA County Fire** (626)732-3531
- City Business Outreach** (626)384-5441



**CITY OF COVINA**  
**OUT OF TOWN BUSINESS LICENSE**  
**TAX RATE WORKSHEET**

<b>BUSINESS TYPE &amp; RATES</b>	<b>INSTRUCTIONS</b>	<b>CALCULATE TAX</b> <i>(Enter figures in the Fee Calculation section of the Out of Town Business License application)</i>
<b>Advertising – Vehicle</b> <ul style="list-style-type: none"> <li>\$10 per day for each vehicle</li> <li>Municipal Code <a href="#">5.04.370</a></li> </ul>	<p style="text-align: center;">Complete Out Of Town Business License Application <i>(included in this packet)</i></p>	<ol style="list-style-type: none"> <li>Enter \$10 in <b>Line 1</b> (first vehicle)</li> <li>For each additional vehicle enter \$10 in <b>Line 2a</b> and total number of additional vehicles in <b>Line 2b</b></li> <li>Calculate total amount due</li> </ol>
<b>Carnivals, Circuses</b> <ul style="list-style-type: none"> <li>\$190 per day</li> <li>Municipal Code <a href="#">5.04.410</a></li> </ul>	<p style="text-align: center;">ADDITIONAL PERMIT REQUIRED Contact Business Licensing (626) 384-5506</p>	
<b>Charitable/Religious Solicitations</b> <ul style="list-style-type: none"> <li>Municipal Code <a href="#">5.16.040</a></li> </ul>	<p style="text-align: center;">ADDITIONAL PERMIT REQUIRED Contact Business Licensing (626) 384-5506</p>	
<b>Contractors</b> <ul style="list-style-type: none"> <li>\$70 for general contractor (license A or B)</li> <li>\$60 for sub-contractor (license C)</li> <li>Municipal Code <a href="#">5.04.420</a></li> </ul>	<p style="text-align: center;">Complete Out Of Town Business License Application <i>(included in this packet)</i></p>	<ol style="list-style-type: none"> <li>Determine license type and enter amount in <b>Line 1</b></li> <li>Calculate total amount due</li> </ol>
<b>Delivery or Service Vehicle</b> <ul style="list-style-type: none"> <li>\$45 per vehicle</li> <li>Municipal Code <a href="#">5.04.440</a></li> </ul>	<p style="text-align: center;">Complete Out Of Town Business License Application <i>(included in this packet)</i></p>	<ol style="list-style-type: none"> <li>Enter \$45 in <b>Line 1</b> (first vehicle)</li> <li>For each additional vehicle enter \$45 in <b>Line 2a</b> and total number of additional vehicles in <b>Line 2b</b></li> <li>Calculate total amount due</li> </ol>
<b>Filming In City</b> <ul style="list-style-type: none"> <li>\$300 per day</li> <li>Municipal Code <a href="#">5.04.580</a></li> </ul>	<p style="text-align: center;">FILMING PERMIT APPLICATION REQUIRED Contact Film Permitting (626) 384-5503</p>	
<b>Game Machines</b> <ul style="list-style-type: none"> <li>\$75 each machine per year</li> <li>Municipal Code <a href="#">5.04.380</a></li> </ul>	<p style="text-align: center;">ADDITIONAL PERMIT MAY BE REQUIRED Contact Business Licensing (626) 384-5506</p>	
<b>Massage Practitioner</b> <ul style="list-style-type: none"> <li>Municipal Code <a href="#">5.36</a></li> </ul>	<p style="text-align: center;">ADDITIONAL PERMIT REQUIRED Contact Business Licensing (626) 384-5506</p>	
<b>Patrol Operators / Special Guards</b> <ul style="list-style-type: none"> <li>\$52 for owner or first employee</li> <li>\$8 each employee for the next 4</li> <li>Municipal Code <a href="#">5.40.020</a></li> </ul>	<p style="text-align: center;">ADDITIONAL PERMIT REQUIRED Contact Business Licensing (626) 384-5506</p>	

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<b>Pawnbrokers/Second Hand Dealer</b> <ul style="list-style-type: none"> <li>• \$150 per year</li> <li>• Municipal Code <a href="#">5.04.480</a></li> </ul>	<b>ADDITIONAL PERMIT REQUIRED</b> Contact Business Licensing (626) 384-5506	
<b>Professions (Doctor, Lawyer, CPA, etc.)</b> <ul style="list-style-type: none"> <li>• \$52 base and first owner</li> <li>• \$30 each professional</li> <li>• \$8 per employees to 4</li> <li>• \$6 each additional over 4</li> <li>• Municipal Code <a href="#">5.04.490</a></li> </ul>	<b>Complete Out Of Town Business License Application</b> <i>(included in this packet)</i>	<ol style="list-style-type: none"> <li>1. Enter \$52 in <b>Line 1</b> for business and first owner</li> <li>2. For each additional professional (if applicable) enter \$30 in <b>Line 2a</b> and total number of additional professionals in <b>Line 2b</b></li> <li>3. For first 4 employees (if applicable) enter \$8 in <b>Line 3a</b> and number of employees up to 4 in <b>Line 3b</b></li> <li>4. For 5 + employees (if applicable) enter \$6 in <b>Line 4a</b> and total number of employees over 4 in <b>Line 4b</b></li> <li>5. Calculate total amount due</li> </ol>
<b>General Business / Retail Services</b> <ul style="list-style-type: none"> <li>• \$52 base and first owner</li> <li>• \$8 per employees to 4</li> <li>• \$6 each additional over 4</li> <li>• Municipal Code <a href="#">5.04.510</a></li> </ul>	<b>Complete Out Of Town Business License Application</b> <i>(included in this packet)</i>	<ol style="list-style-type: none"> <li>1. Enter \$52 in <b>Line 1</b> for business and first owner</li> <li>2. For first 4 employees (if applicable) enter \$8 in <b>Line 2a</b> and number of employees up to 4 <b>Line 2b</b></li> <li>3. For 5 + employees (if applicable) enter \$6 in <b>Line 3a</b> and total number of employees over 4 in <b>Line 3b</b></li> <li>4. Calculate total amount due</li> </ol>
<b>Rubbish &amp; Junk Collectors</b> <ul style="list-style-type: none"> <li>• \$75 for first vehicle plus</li> <li>• \$64 for each additional vehicle</li> <li>• Municipal Code <a href="#">5.04.520</a></li> </ul>	<b>ADDITIONAL PERMIT REQUIRED</b> Contact Business Licensing (626) 384-5506	
<b>Solicitors &amp; Peddlers</b> <ul style="list-style-type: none"> <li>• \$15 per solicitor per day,</li> <li>• \$40 per solicitor per quarter</li> <li>• \$200 per year for principal solicitor</li> <li>• Municipal Code <a href="#">5.04.550</a></li> </ul>	<b>ADDITIONAL PERMIT REQUIRED</b> Contact Business Licensing (626) 384-5506	
<b>Taxicabs</b> <ul style="list-style-type: none"> <li>• \$52 for the first vehicle plus</li> <li>• \$35 for each additional vehicle</li> <li>• Municipal Code <a href="#">5.04.560</a></li> </ul>	<b>ADDITIONAL PERMIT REQUIRED</b> Contact Business Licensing (626) 384-5506	
<b>Vending Machines</b> <ul style="list-style-type: none"> <li>• \$30 first \$5,000 gross receipt</li> <li>• \$1.50 each \$1,000 thereafter</li> <li>• Municipal Code <a href="#">5.04.380</a></li> </ul>	<b>VENDING APPLICATION REQUIRED</b> Contact Business Licensing (626)384-5503	