

# BUSINESS LICENSE INSPECTION APPLICATION

## STEP 1

- ◆ Complete Business License Inspection Packet
- ◆ Take packet to Planning Counter #2 **Between 8:00-11:00 a.m. & 1:15-4:00 p.m.**
- ◆ The Planning Division will process your application

## STEP 2

- ◆ Pay inspection fee at the Planning Division.
- ◆ Fee is based on the building square feet of enclosed premises:
  - \$150 up to 5,000 sq. ft.
  - \$300 over 5,000 sq. ft.

**Checks should be payable to City of Commerce**

- ◆ The Planning Division will schedule you for a **Tuesday** inspection.

Does your business handle food products?

Yes →

NO ↓

## Please Contact:

LA Co. Environmental Health  
5050 Commerce Drive  
Baldwin, Park, CA 91706-1423  
(626) 430-5560

## STEP 3

### Tuesday Inspection:

The LA County Fire and LA County Building & Safety Inspectors will conduct inspections.

**Inspections approval must be obtained within 60 days from date inspection application was signed by**

## STEP 4

**To obtain a Business License, turn in the following to the Business License Division:**

- ◆ **Signed** business license inspection application
- ◆ **Completed** business license application
- ◆ **Business License fee** (call ahead for amount due). **Late penalty fees will be incurred for moving in without a business license.**

**(323) 722-4805, Ext. 2325**

*EAST REGION COMMERCE  
FIRE PREVENTION OFFICE*  
2535 Commerce Way  
Commerce, CA 90040  
**(323) 720-9913**

**Hours:** 8:00 a.m. – 9:30 a.m.  
Monday - Friday

**BUILDING & SAFETY  
DEPARTMENT**  
2535 COMMERCE WAY  
COMMERCE, CA 90040  
**(323) 722-4805, Ext. 2290**

**Hours:** 8:00 a.m. – 5:00 p.m.  
Monday through Friday

**Closed daily from 12:00-1:00 p.m.**