

CITY OF LA MESA BUSINESS LICENSES

OUR DIVISION

The Finance Department of the City of La Mesa addresses business licenses, Transient Occupancy Tax and sales tax issues; it does not regulate business activities. **Per the La Mesa Municipal Code section 6.04**, anyone doing business in the City of La Mesa must have a business license issued by the City of La Mesa. "Doing business in the City" is defined as having an office or work site within the geographic boundaries of the City, or entering the City to conduct business with the intent of being paid, including:

- All businesses with La Mesa addresses
- All Professionals (see below)
- Home-based businesses
- Contractors, subcontractors and delivery businesses based in other cities

All businesses that operate in the City of La Mesa are required to possess a current business license. The license is a tax measure that raises revenue for the City's General Fund and pays for services such as Police, Fire, and Street Maintenance. Almost every city and county in California has some form of business licensing or business tax certificate. Because it is a local tax, licensing is not transferable between cities or counties.

PROFESSIONALS

- Accountant
- Architect
- Assayer
- Attorney of Law
- Auditor
- Chemist
- Chiroprapist
- Chiropractor
- Dentist
- Engineer
- Osteopath and Osteopathist
- Physician
- Surgeon
- Surveyor
- Veterinarian

CITY OF LA MESA BUSINESS LICENSES

TYPES OF BUSINESS LICENSES ISSUED

In-City: A general In-City Business License is for most businesses based in the City of La Mesa operating in an office or commercial setting. Professionals are required to obtain an individual license beyond the establishment's license.

In-City Home Occupation: A Home Occupation License applies to businesses based from a home in the City of La Mesa. Restrictions exist for this type of license, so it is highly recommended to review the application before opening your business.

Out-of-City: An Out-of-City Business License is for businesses based in other cities that enter La Mesa to conduct business, such as contractors and delivery companies.

HOW TO OBTAIN A BUSINESS LICENSE

Business license applications, including general information and fees associated with the different types of business licenses, may be downloaded from the City of La Mesa web site at www.cityoflamesa.us/buslic

NOTE: All City of La Mesa business licenses expire 12 months after the license start date. Penalties will be applied to lapsed business license accounts.

NOTICE: 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
The Department of Rehabilitation at www.dor.ca.gov
The California Commission on Disability Access at www.ccda.ca.gov

Stormwater Discharge Compliance – Pursuant to Senate Bill No. 205 If you have a business that is a regulated industry with a storm water discharge requirements in accordance with Senate Bill No. 205, you must provide your SIC and Permit numbers



CITY OF
LA MESA
JEWEL of the HILLS

Business License Guide For New Business Owners

Finance Department
8130 Allison Avenue
La Mesa, CA 91942
619.667.1118
www.cityoflamesa.us/buslic

Hours: 7:30 a.m. to 5:30 p.m.
Monday through Thursday and
alternate Fridays.

CITY OF LA MESA

Check with these City Divisions and Departments for more information on licensing requirements.

www.cityoflamesa.us

Planning Division at 619.667.1348: Check with this division to ensure your new business complies with zoning requirements. Also check with this division to obtain approval and a permit for all signs associated with your new business. Complaints about businesses operating in the City in violation of the City Municipal Codes (non-criminal matters only) may be referred to this division.

Building Division at 619.667.1176: Check with this division to ensure that the building you are considering for your new business location meets the requirements for its proposed use.

Fire Department at 619.667.1355: All Businesses in La Mesa are required to have a fire inspection. Information on safety requirements and fire suppression systems can always be obtained from the Fire Department.

Police Department (Investigations Dept.) at 619.667.1400: Some new businesses require a background investigation by the Police Department. These investigations require additional processing time and additional fees.

Waste & Recycling Requirements:

As of July 1st, 2012 California law (AB 341) requires commercial businesses that generate four cubic yards or more of solid waste per week and multifamily residential buildings of five units or more to arrange for recycling services. These services are provided to La Mesa businesses by EDCO Waste & Recycling and can be arranged by calling 619.287.7555. More information on this requirement is available at 619.667.1338 or at cityoflamesa.us/recycling.

COUNTY OF SAN DIEGO

HEALTH PERMIT/FOOD HANDLERS LICENSE

County Dept. of Environmental Health
5500 Overland Avenue
San Diego, CA 92123
858.505.6900 www.sandiegocounty.gov/deh
Restaurants, massage technicians and food handling establishments must get clearance from this agency before opening.

FICTITIOUS BUSINESS NAME

County Clerk's Office
1600 Pacific Highway #260
San Diego, CA 92101 619.237.0502
619.238.8158 www.sandiegocounty.gov

East County District Office
10144 Mission Gorge Road
Santee, CA 92071
619.401.5700 www.sandiegocounty.gov

STATE OF CALIFORNIA

SELLER'S PERMIT (Sales Tax Permit)

California Dept. of Tax & Fee Administration
15015 Avenue of Science Suite 200
San Diego, CA 92128
858.385.4700 <https://www.cdfta.ca.gov>

LIQUOR LICENSE

Alcoholic Beverage Control
1350 Front Street #5056
San Diego, CA 92101
619.525.4064 www.abc.ca.gov

ARTICLES OF INCORPORATION

Secretary of State
300 South Spring St, Room 12513
Los Angeles, CA 90013
213.897.3062 www.ss.ca.gov

STATE I.D. NUMBER (EDD)

Employee Tax District Office
10636 Scripps Summit Court #202
San Diego, CA 92131
888.745.3886 www.edd.ca.gov

WORKERS' COMPENSATION INSURANCE

Dept. of Industrial Relations
7575 Metropolitan Drive #202
San Diego, CA 92108
619.767.2083 www.dir.ca.gov

FEDERAL GOVERNMENT

WAGE & HOUR INFORMATION

U.S. Department of Labor
550 Corporate Center
550 West C Street #990
San Diego, CA 92101
619.557.5110 www.dol.gov

SOCIAL SECURITY

Social Security Administration
800.772.1213 www.ssa.gov

FEDERAL REQUIREMENTS & I.D. NUMBER

U.S. Internal Revenue,
Taxpayers Service Division, Room IN-1, Ste. 1295
880 Front Street,
San Diego, CA 92101
619.321.5950 www.irs.gov

SPECIALTY LICENSES

Bureau of Alcohol, Tobacco & Firearms
9449 Balboa Avenue
San Diego, CA 92123
858.966.1010 www.atf.gov

COMPLAINTS/REFERENCES

BETTER BUSINESS BUREAU

4747 Viewridge Ave #200
San Diego, CA 92123
858.496.2131 www.bbb.org

AMERICANS WITH DISABILITIES

800.514.0301
www.usdoj.gov/crt/ada/business.htm

SMALL BUSINESS ADMINISTRATION

SCORE Business Counseling
550 West C Street #550
San Diego, CA 92101
619.557.7250 www.sba.gov