

Community Development Department Business License Division 14000 City Center Drive, Chino Hills, CA 91709 (909) 364-2740 / Email: communitydevelopment@chinohills.org

BUSINESS LICENSE APPLICATION

New Business Business Name Change Only (No Ownership Change) (Acct #	
New Ownership or New Address (Process as New License & Close Acct #	
Home Occupation Permit Number (City Staff Use Only)	
BUSINESS INFORMATION Please Type or Print Legibly	
Business Name (dba):	
□ Corporation □ LLC □ LLP □ Sole Proprietorship □ LP (Limited Partnership) □ GP (General Partnership)
Corporation Name (if applicable):	
Physical Address: (include city, state, zip code)	
Mailing Address:	
(if different from above)	
Phone #: Website:	
No. of Employees: 0-9 10-50 51-100 101+ No. of Owners: 1 2-3 4-	•
Detailed Business Description:	
SIC & NAICS CODES - In City & Home Occupation Businesses ONLY	
SIC Code: NAICS Code:	
*Standard Industrial Classification (SIC) Code & NAICS Code can be found at https://www.naics.com/search/	
COMPANY OWNER/OFFICER INFORMATION – Attach additional sheets if necessary	
Name: Title:	
Address:	
Phone: Email:	
Name: Title:	
Address:	
Phone: Email:	
Name: Title:	
Address:	
Phone: Email:	

PROPERTY OWNER INFORMATION - In City & Home Occupation Businesses ONLY					
Owner Name:					
Address:					
Phone #: Email:					
	EMENT INFORMATION - In City & Home Occupation Businesses ONLY				
Company Name:					
Company Address:					
Contact Name:					
Phone #:	Email:				
QUESTIONNAIRE - /	ALL APPLICANTS				
1) ☐ Yes ☐ No	Is this business conducted from your home in Chino Hills?				
•	If Yes, a <u>Home Occupation Permit</u> is required per CHMC § 16.56.				
2) Yes N/A	Do you hold a professional license (i.e.: contractor, cosmetologist, real estate, etc)? If Yes, Type: License #: Expiration:				
3) ☐ Yes ☐ No	Are you an honorably discharged veteran selling tangible goods? If Yes, complete a <u>Claim for Veterans Exemption from Business License Fees</u> form.				
4) Yes No	Is this business "Not For Profit"? If Yes, documentation required.				
	1 City & Home Occupation Businesses ONLY				
5) ☐ Yes ☐ No	Will the business operations include any work, use or storage activities outside of a fully enclosed building?				
6) ☐ Yes ☐ No	Will the business operations include discharging of any waste, waste water, or rinse water to the ground, street, or storm drain?				
7) ☐ Yes ☐ No	Will the business operations include any use, processing, handling, storage, and/or discharge of chemicals of any kind, including hazardous chemicals or solvents?				
8) Yes No					
, _	hazardous waste?				
9) ☐ Yes ☐ No	Will the business operations include storage of more than 5 gallons of any flammable liquids?				
10) Yes No	Will the business operations include vehicle painting, spray painting or powder coating?				
11) ☐ Yes ☐ No	Will the business operations include any sanding, cutting, shaping of wood, metals, plastic, or other products producing combustible dust and/or fibers?				
12)	Will the business operations include any repairs and/or maintenance of vehicles?				
13) 🗌 Yes 🔲 No	Will the business operations include any washing of equipment or vehicles?				
14) ☐ Yes ☐ No	Will the business operations include the preparation of food and/or beverages?				
15) ☐ Yes ☐ No	Is the on-site sewer system equipped with a clarifier or grease interceptor? If so, what size?				
16)	Has a Water Quality Management Plan (WQMP) been prepared for the property?				
17) ☐ Yes ☐ No	Will the business operations include any storage of rolled paper, bundled cardboard, baled paper, baled hay/straw, or similar products?				
18)	Will the business operations include any fuel dispensing including gasoline, diesel,				
	compressed natural gas, liquefied natural gas, liquefied petroleum (propane) or hydrogen gas?				
19) ☐ Yes ☐ No	Will the business be sharing space with another business?				
20)	Is this a food service, gas station, animal keeping, commercial or industrial business? If Yes, additional documentation <i>may be</i> required.				

21)	the NPDES Permit Program for	discharges associate odes and WDID, NON	A or NEC codes applicable to facility(ies)
22)	If the answer was "Yes" for que describe/explain ALL "Yes" an	estions 5-21, list the c swers in the area pro	
RESPONSES TO OIL	JESTIONNAIRE – Attach additio	onal sheet if neces	sarv
Business & Profession the residence address WHEN RENTING A PR (A) The person's continuous that is signed (B) The person has person's agent WHEN RENTING A UNITY (A) The person's continuous that is signed.	ons Code § 17538.5 - Any person con if all applicable forms noted below are salvATE MAILBOX: (i.e.: UPS Store, Paurrent business street address or homed by the private mailbox agency and as signed an acknowledgement form a for service of process. INTED STATES POST OFFICE MAILB urrent business street address or home	ducting business from the satisfied: arkway Postal, etc.): e address is contained in filed with the USPS. Buthorizing a commercial sox:	D Box instead of the home address eir home residence is not required to disclose a United States Postal Service (USPS) Form mail receiving agency (CMRA) to act as that a United States Postal Service (USPS) Form
A fully executed o	signed by a USPS Postmaster. copy of each applicable the documen	•	
	ontact information required for the p IDER PENALTY OF PERJURY THAT ALI		
2) IF USING A PO SECTION ABO	BOX INSTEAD OF HOME ADDRESS, I I	HAVE READ AND AGREE	TO THE "AGENT FOR SERVICE OF PROCESS" JTED COPY OF USPS FORM 1583 AND AN
		TE AND FEDERAL LAWS,	AND THE CITY OF CHINO HILLS AND CHINO
	DISTRICT CODES AND REGULATIONS. IDERSTAND THAT THIS DOCUMENT IS	CONSIDERED A "PUBLIC	RECORD" AND MAY BE RELEASED PER THE
	PUBLIC RECORDS ACT" (CPRA) (CA G		
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			ber:
Notice: Under Federal applies to all California	and State law, compliance with dis building owners and tenants with b the following agencies: Division of lity Access.	ability access laws is a	a serious and significant responsibility that blic. You may obtain information about your partment of Rehabilitation, or The California
Zoning Review:	Use Permitted N/A	Date:	By:
Environmental Review:	SIC Code		Code
National Pollution Disch	narge Elimination System (NPDES) Perm	nit: Required	
NPDES Permit Number:	□ WDID □	NONA ID	NEC ID



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MANDATORY ADA DISCLOSURE

ATTENTION: You may be subject to liability for failure to meet your legal obligation to comply with state and federal disability access laws. The recent issuance or renewal of a business license or equivalent instrument or permit does not mean that your business has been determined to be in compliance with state and federal disability access laws.

ENSURING EQUAL ACCESS TO YOUR BUSINESS

The State of California wants to ensure that all people have equal access to public and private services. Many people with disabilities do not have equal access to services because many business owners do not take the time to ensure that their businesses are accessible. Some common problems disabled people encounter are:

- (1) The building has architectural barriers that make it difficult or impossible for someone using a wheelchair, walker, or other mobility device to get inside or move around.
- (2) The business uses a website that does not work with screen reading devices and other assistive technology.
- (3) The business does not allow people with disabilities to enter the building with their service animals.
- (4) The staff do not receive ADA training and do not know about the requirements to modify practices or to provide auxiliary aids and services. As the operator of a business, it is your responsibility to ensure that your business provides equal access to people with disabilities. Refusing to make your business accessible is discrimination under state and federal law. People with disabilities and the government have the right to sue businesses that discriminate. The best way to protect yourself from a lawsuit is to make your business accessible.

Here are some important steps you should take:

- (1) Schedule an inspection with a Certified Access Specialist. A Certified Access Specialist (CASp) is a person who the State of California recognizes as having specialized knowledge of accessibility standards. They can inspect your business and tell you what changes you need to make for your business to be accessible to disabled people. Getting a CASp inspection has important benefits, like giving you extra protection in a lawsuit. To find a CASp in your area, contact the CASp Program at the Division of the State Architect. You can also visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx. Additionally, you should contact your local government and ask what resources it has to help businesses comply with disability access laws. The State of California makes money available to local governments to create programs that help business owners comply with disability access laws.
- (2) Learn about accessibility laws from reliable sources. There is a lot of misinformation about accessibility laws. Get information about your rights and responsibilities as a business owner from reliable, trustworthy sources. California has several agencies that provide fact sheets, trainings, and other educational materials about accessibility. In fact, one of these agencies, the California Commission on Disability Access, was created by the Legislature for the purpose of helping businesses comply with accessibility laws. You should contact the following agencies and ask for information on how to comply with accessibility laws:

The California Commission on Disability Access: www.ccda.ca.gov.

The Division of the State Architect: www.dgs.ca.gov.

The Department of Rehabilitation: www.dor.ca.gov.

(3) Making your business accessible is good for everyone. It makes your business available to more customers. It also promotes fair and equal access. We thank you for doing your part to help make California a great place for everyone!"