



# LA MIRADA BUSINESS DEVELOPMENT AND RESOURCE GUIDE



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**Congratulations!** You are on the right path towards opening your business in La Mirada. Before signing a lease or entering escrow for a property in La Mirada, please read through this guide. If you have additional questions after reading this guide, contact City Hall at (562) 943-0131.

## La Mirada

La Mirada is a distinctive community in the heart of Southern California with a population of some 49,527 living in 7.78 square miles. Located in Southeast Los Angeles County adjacent to the Orange County line, La Mirada is close to major airports, interstate freeways and commercial/commuter rail facilities. La Mirada has distinctive residential, commercial, and industrial areas. Its residents are well educated and enjoy the community’s vast recreational and cultural amenities. La Mirada is known for providing an outstanding quality of living for residents and businesses.

## The Economic Development Division

The Economic Development Division works with local businesses and developers to grow the local economy. The City understands the importance of continuing such partnerships to sustain an economy characterized by ample and diversified goods and services, growing employment opportunities, and a strong tax base.

“One of the best places to live in America” – CNN’s Money Magazine (2007)

“Ranked among Southern California’s least expensive places to do business” – Kosmont-Rose Institute (2008, 2009, 2010)

“Most Business Friendly City” Award – L.A. County Economic Development Corporation (2013)



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## *Steps to Opening a Business in La Mirada*

### 1. Planning your business.

Here are some questions to ask yourself before starting your business:

- a. Have you fully researched your business concept?
- b. Did you write a marketing plan?
- c. Have you secured financing and capital for your business?
- d. Did you consult with a legal representative/attorney and accountant?
- e. Did you contact the appropriate State and Federal Agencies to be notified of your business operation, such as:
  - i. Los Angeles County Registrar- Recorders/County Clerk – To register your fictitious business name.
  - ii. Department of Internal Revenue Service – To obtain an Employer Identification Number (EIN).
  - iii. State Board of Equalization – To inquire if your business will require a Seller's Permit (Retail Sales Tax Number) or Resale Permit.

### 2. Select a business site and check zoning requirements. (If your business is home based, go to Step A.3.)

- a. Obtain the address or go to <http://assessor.lacounty.gov/extranet/default.aspx> to retrieve the LA County Assessor's Parcel Number (APN) for the location where you would like to conduct business.
- b. Contact the Planning Division at (562) 943-0131 to verify that the business is compatible with the zoning requirements.

## A. If physical changes DO NOT need to be made to the site.

### 1. If the type of business is compatible with the zoning requirements and no physical changes to the site are proposed, apply for a business license.

- a. For a Business in La Mirada go to:  
<http://www.cityoflamirada.org/Modules/ShowDocument.aspx?documentid=4070>  
to download a **La Mirada Business License and Zoning Clearance Application**.
- b. If you are opening a Home-Based Business in La Mirada go to:  
<http://www.cityoflamirada.org/Modules/ShowDocument.aspx?documentid=4069>  
to download a **Home-Based Business License Application** (includes the business license and zoning clearance application and the Home Occupation Regulations).
- c. If you are a contractor from outside La Mirada, but doing work in La Mirada, go to: <http://www.cityoflamirada.org/Modules/ShowDocument.aspx?documentid=4068>

to download an **Out-of-City Contractor Business License Form Application**.

Note: All forms can also be acquired at the Business License Desk located in City Hall, 13700 La Mirada Blvd., La Mirada, CA 90638.

**2. The City's Planning Division will review the application to confirm zoning compatibility.** The Zoning Clearance/Plan Check application will first need to be approved by the City of La Mirada Planning Division before the business license application can be processed.

**3. Paying Businesses License fee.**

- a. The Business License Fee includes the Business License Tax, Zoning Fee and Permit Fee (Only for new in city businesses)

The Business License Tax is based on gross receipts, commissions or fees. To help calculate your Business License Tax, feel free to use the Business License Tax Worksheet at:

<http://www.cityoflamirada.org/Modules/ShowDocument.aspx?documentid=2176>

- b. Submit the fees to:

City of La Mirada  
Attn: Business License Desk  
13700 La Mirada Boulevard  
La Mirada, California 90638

- c. The application will take approximately 1 to 2 weeks to process.
- d. The City will mail out the business license once it has been approved.

### **Exempt Businesses**

Certain religious, charitable, educational, military, and other government agencies are charged no fee and are marked as "EXEMPT" upon the completion of an application and written notification of your exempt status. Applicants can contact the Business License Desk to verify if their business is considered exempt (Municipal Code Section 5.04.280).

If you have any questions, please contact the Business License Desk at (562) 943-0131 ext. 2331.

**4. The Building Inspector will perform an inspection of the business and will either approve or request changes.**

**5. Inspections can be requested Monday through Thursday from 7:30 a.m. to 5:30 p.m. and alternate Fridays from 7:30 a.m. to 4:30 p.m. by calling (562) 943-0131. Requests for inspections must be made a minimum of one day in advance. The Building Inspector is also available to respond to general questions Monday through Thursday and alternate Fridays from 8:00 to 10:00 a.m.**

6. For Home Based Businesses, Code Enforcement staff will inspect the external property for code compliance.
7. **If approved, a Business License will arrive in the mail, and you can officially start your business.** If you have any questions regarding the status of your license, please contact (562) 943-0131 ext.2331.

### B. If physical changes DO need to be made to the site.

1. **Prepare a site, floor and elevation plan of the existing building, and the proposed modifications.** It is recommended that the applicant hires a designer to ensure modifications are appropriate and safe for the site. If there is a change in use, it is recommended that an architect prepare the plans.
2. **Submit 3 copies of your plans to the Planning Division for review. Modifications to the plans may be required prior to approval.** One (1) set will be kept by the City's Planning Division and the other two (2) sets will be given back to the applicant. The applicant will send the two (2) plan sets, with the City's Planning Division stamp of approval, to the L.A. County Building and Safety Satellite Office in Whittier for review located at 13523 Telegraph Rd., Whittier 90605. Phone: (562) 946-1390 Fax: (562) 906-8425. The applicant can also come to the City's **One-Stop Permit Center** every **Wednesday, from 8 a.m. until 12 p.m.** located in City Hall. This allows applicants to submit plans and obtain the necessary permits for most small projects on the same day.
3. **Once approved, submit your plans, along with any construction details and engineering specifications to the City's Building and Safety Division. Revisions may be required prior to approval.** Approval times can range from 6-8 weeks, or longer when revisions are necessary.
4. **After Building & Safety approves the plans, the applicant can acquire permits and begin construction.** The L.A. County Building and Safety Department will contact the applicant when plans have been approved.
5. **Paying Businesses License fee.** Please go to Step A.3.

### C. If Business requires a Conditional Use Permit (CUP), or intensification/expansion of an existing use that is subject to a CUP.

1. **Prepare a scaled site, floor, and elevation plan of the existing building. Clearly identify all proposed modifications, if any. Include the existing parking configuration at the site and a detailed description of your proposed**

**modifications. Submit to the Planning Division for preliminary review.** The preliminary review process is offered to applicants to ensure their application is complete and to identify any conditions or modifications that may be required in conjunction with an approval. It is recommended that the applicant hires an architect to ensure modifications are appropriate and safe for the site.

- 2. Once a preliminary review letter is complete, the applicant can submit a complete CUP application, along with processing fees, for formal review by the Planning Division.** Applicants can acquire a CUP application from the Planning Division located in City Hall, 13700 La Mirada Blvd., La Mirada, CA 90638.
- 3. The CUP application requires a public hearing before the La Mirada Planning Commission.** Property owners within 300 feet of the site are notified of the public hearing by mail to voice their support or concerns of the proposed application.

The Planning Commission's responsibilities and authority are in accordance with the Conservation and Planning laws as related to general law cities, except when otherwise authorized by specific City Ordinances. For more information on the City's Planning Commission, please see the City of La Mirada Municipal Code Section 2.52.

- 4. The Planning Commission reaches a determination at the hearing, based on their review of the proposal.** If approved, the applicant is provided with a set of conditions.
- 5. If approved, the applicant submits a set of plans to the City's Building and Safety Division for review.**
- 6. After the City's Building & Safety approves the plans, the applicant can acquire building permits and begin construction.**
- 7. Paying Businesses License fee.** Please go to Step A.3.



## Resources

### State and Federal Business Assistance and Incentive Programs

#### Better Business Bureau

LA Office  
448 South Hill Street, Suite 418  
Los Angeles, CA 90013  
(213) 631-3600  
[www.la.bbb.org](http://www.la.bbb.org)

#### California State Board of Equalization (BOE)

Norwalk Office  
12440 E. Imperial Hwy., Suite 200  
Norwalk, CA 90650  
(562) 466-1694  
[www.boe.ca.gov](http://www.boe.ca.gov)

#### Bureau of Alcohol, Tobacco, and Firearms

99 New York Avenue, NE, Room 5S 144  
Washington, DC 20226 USA  
(202) 648-7080  
[www.atf.gov](http://www.atf.gov)

#### California Franchise Tax Board

LA Field Office  
300 S Spring Street, Suite 5704  
Los Angeles, CA 90013  
(800) 852-5711  
[www.ftb.ca.gov](http://www.ftb.ca.gov)

#### California Department of Motor Vehicles

Whittier Office  
9338 S. Painter Avenue  
Whittier, 90605  
(800) 777-0133  
[www.dmv.ca.gov](http://www.dmv.ca.gov)

#### California Secretary of State

Business Registration  
1500 11th Street  
Sacramento, CA 95814  
(916) 657-5448  
[www.sos.ca.gov/business/](http://www.sos.ca.gov/business/)

#### Contractors State License Board

9821 Business Park Drive  
Sacramento, CA 95827  
(800) 321-2752  
[www.cslb.ca.gov](http://www.cslb.ca.gov)

#### US Customs Service

1300 Pennsylvania Ave. NW  
Washington, DC 20229  
(877) 227-5511  
[www.cbp.gov](http://www.cbp.gov)

#### Department of Consumer Affairs

1625 North Market Blvd., Suite N 112  
Sacramento, CA 95834  
(800) 952-5210  
[www.dca.ca.gov](http://www.dca.ca.gov)

#### Department of Health Care Services

(916) 445-4171  
[www.dhcs.ca.gov](http://www.dhcs.ca.gov)

#### Department of Industrial Relations – Cal/OSHA

LA Office  
320 West 4th Street, Rm. 670  
Los Angeles, CA 90013  
(213) 576-7451  
<https://www.dir.ca.gov/dosh/DistrictOffices.htm>

#### Department of Industrial Relations - Division of Workers' Compensation

LA Office  
320 W. 4<sup>th</sup> Street, 9<sup>th</sup> Floor  
Los Angeles, CA 90013  
(213) 576-7335  
[www.dir.ca.gov/dwc](http://www.dir.ca.gov/dwc)

#### Employment Development Department(EDD)

[www.edd.ca.gov/About\\_EDD/Contact\\_EDD.htm](http://www.edd.ca.gov/About_EDD/Contact_EDD.htm)

#### Employment Training Panel (ETP)

N. Hollywood Office  
4640 Lankershim Blvd., Suite 311  
North Hollywood, CA 91602  
(888) 755 – 1313  
[www.etp.ca.gov](http://www.etp.ca.gov)



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**Governor's Office of Business and Economic Development (Go-Biz)**  
[www.business.ca.gov](http://www.business.ca.gov)

**Internal Revenue Service (IRS)**  
LA Office  
300 N Los Angeles Street  
Los Angeles, CA 90012  
(213) 576-3009  
[www.irs.gov](http://www.irs.gov)

**Los Angeles County Economic Development Corporation**  
(213) 236-4800  
[www.laedc.org](http://www.laedc.org)

**L.A. County Registrar-Recorder/Clerk (Register Fictitious Name)**  
12400 E. Imperial Hwy.  
Norwalk, CA 90650  
(800) 815-2666  
[www.lavote.net](http://www.lavote.net)

**Los Angeles Office of Small Business**  
1100 N. Eastern Ave.  
Los Angeles, CA 90063  
(323) 881-3964  
[www.laosb.org](http://www.laosb.org)

**Post Office**  
La Mirada Station  
14901 Adelfa Drive,  
La Mirada, CA 90638  
(714) 521-1097  
[www.usps.com](http://www.usps.com)

**SASSFA WorkSource Center**  
10400 Pioneer Blvd. Suite 9  
Santa Fe Springs, CA 90670  
(562) 946-2237  
<http://www.sassfa.org>

**Small Business Administration (SBA) Loans, Business Development**  
330 North Brand, Suite 1200  
Glendale, CA 91203  
(818) 552-3201  
[www.sba.gov](http://www.sba.gov)

**Social Security Administration**  
Local Office  
7200 Greenleaf, Suite 200  
Whittier, CA 90602-3560

(800) 772-1213  
[www.ssa.gov](http://www.ssa.gov)

**South Coast Air Quality Management District (AQMD)**  
21865 Copley Dr.  
Diamond Bar CA 91765  
(909) 396-2000  
[www.aqmd.gov](http://www.aqmd.gov)

**Southern California Edison (Energy Audits)**  
(800) 736-4777  
[www.sce.com](http://www.sce.com)

**State Board of Barbering & Cosmetology**  
2420 Del Paso Rd., Suite 100  
Sacramento, CA 95834  
(800) 952-5210  
[www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

**State Bureau of Automotive Repair**  
10949 North Mather Blvd.  
Rancho Cordova, CA 95670  
(800) 952-5210  
[www.smogcheck.ca.gov](http://www.smogcheck.ca.gov)

**United States Citizenship & Immigration**  
LA Office  
300 North Los Angeles Street  
Los Angeles, CA 90012  
(800) 375-5283  
[www.uscis.gov](http://www.uscis.gov)

**United States Food & Drug Administration**  
10903 New Hampshire Ave.  
Silver Spring, MD 20993  
(888) 463-6332  
[www.fda.gov](http://www.fda.gov)

**United States Patent and Trademark Office**  
Randolph Building  
600 Dulany Street  
Alexandria, VA 22314  
(800) 786-9199  
[www.uspto.gov](http://www.uspto.gov)

### Important City Contact Numbers

Business License	(562) 943-0131
Building Department	(562) 902-2345
Building Inspector	(562) 902-2387
City Hall	(562) 943-0131
Community Development	(562) 943-0131
Community Services	(562) 943-7277

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Code Enforcement	(562) 943-0131
Dial-a-Ride	(562) 943-6776
Economic Development	(562) 943-0131
False Alarms	(562) 902-2960
Fire Department	(562) 697-4320
Graffiti Removal Hotline	(562) 943-1557
Police	911
Public Works	(562) 902-2385
Sheriff's Station	(562) 902-2960
Sign & Banner Permits	(562) 943-0131
Theatre	(562) 944-9801

### Utilities

AT&T	(800) 288-2020
Edison 24 Hour Service	(800) 655-4555
EDCO Waste Services	(562) 597-0608
Golden State Water	(562) 864-8214
Southern California Gas	(800) 427-2200
Suburban Water Systems	(562) 944-8219
Time Warner Cable	(888) 892-2253
Frontier	(855) 284-2105

### Green Building

**L.A. County Green Building Program**  
County of Los Angeles Department of Public Works  
320 West Temple Street  
Los Angeles, California, 90012  
(213) 974-6411  
<http://planning.lacounty.gov/green>

**Build it Green**  
523 W. Sixth St., Suite 1128  
Los Angeles, CA 90014  
(213) 688.0070  
[www.builditgreen.org](http://www.builditgreen.org)

### Financial & Business Assistance Contacts

**Industrial Development Bond Program-  
California Infrastructure Bank**  
980 9th Street, Suite 900  
Sacramento, CA 95814  
(916) 322-1399  
[www.ibank.ca.gov](http://www.ibank.ca.gov)

**Replacement of Underground Storage Tanks  
(RUST) Program –**

State Water Resources Control Board  
1001 I Street  
Sacramento, CA 95814  
(916) 341-5254  
[www.swrcb.ca.gov](http://www.swrcb.ca.gov)

### Other Resources

**La Mirada Chamber of Commerce**  
<http://groupspaces.com/LMChamber>

### COLLEGES

**Biola University**  
13800 La Mirada Boulevard  
La Mirada, CA 90638  
(562) 903-6000  
[www.biola.edu](http://www.biola.edu)

**California State University, Fullerton**  
800 N. State College Blvd.  
Fullerton, CA 92831  
(657) 278-2011  
[www.fullerton.edu](http://www.fullerton.edu)

**Cerritos College**  
11110 Alondra Blvd.  
Norwalk, CA 90650  
(562) 860-2451  
[www.cerritos.edu](http://www.cerritos.edu)

**Fullerton College**  
321 E. Chapman Ave.  
Fullerton, CA 92832  
(714) 992-7000  
[www.fullcoll.edu](http://www.fullcoll.edu)

**Whittier College**  
13406 E. Philadelphia St.  
Whittier, CA 90608  
(562) 907-4200  
[www.whittier.edu](http://www.whittier.edu)

### HOTELS & CONFERENCE ROOMS

**Extended Stay America**  
14775 Firestone Blvd.  
La Mirada, CA 90638  
(714) 670-8579  
[www.extendedstayamerica.com](http://www.extendedstayamerica.com)

### **Holiday Inn**

14299 Firestone Blvd.  
La Mirada, CA 90638  
(714) 739 -8500  
[www.holidayinn.com](http://www.holidayinn.com)

### **Residence Inn**

14419 Firestone Blvd.  
La Mirada, CA 90638  
(714) 523-2800  
[www.marriott.com](http://www.marriott.com)

## **INTERNATIONAL TRADE RESOURCES**

### **U.S. Department of Commerce**

1401 Constitution Ave., NW  
Washington, D.C. 20230  
(202) 482-2000  
<http://www.commerce.gov>

### **Port of Los Angeles**

425 South Palos Verdes Street  
San Pedro, CA 90731  
(310) 732 – 7678  
[www.portoflosangeles.org](http://www.portoflosangeles.org)

### **Port of Long Beach**

4801 Airport Plaza Drive  
Long Beach, CA 90815  
(562) 283-7000  
[www.polb.com](http://www.polb.com)

## **TRANSPORTATION**

### **AMTRAK**

(800) 872-7245  
[www.amtrak.com](http://www.amtrak.com)

### **California Department of Transportation**

(916) 654-2852  
[www.dot.ca.gov](http://www.dot.ca.gov)

### **John Wayne Airport**

18601 Airport Way  
Santa Ana, CA 92707  
(949) 252-5200  
[www.ocair.com](http://www.ocair.com)

### **La Mirada Transit**

(562) 943-6776 or  
(714) 521-0330

### **Los Angeles International Airport (LAX)**

1 World Way  
Los Angeles, CA 90045  
(310) 646-5252  
[www.lawa.org](http://www.lawa.org)

### **Metrolink**

One Gateway Plaza, 12<sup>th</sup> Floor  
Los Angeles, CA 90012  
(213) 452-0200  
[www.metrolinktrains.com](http://www.metrolinktrains.com)

### **Montebello Line**

400 S. Taylor Ave.  
Montebello, CA 90640  
(323) 558-1625  
[www.cityofmontebello.com/depts/transit/bus/default.asp](http://www.cityofmontebello.com/depts/transit/bus/default.asp)

### **Norwalk Transit**

12650 E. Imperial Hwy.  
Norwalk, CA 90650  
(562) 929-5550  
[www.ci.norwalk.ca.us/transit.asp](http://www.ci.norwalk.ca.us/transit.asp)

### **Orange County Transportation Authority (OCTA)**

550 S. Main St.  
Orange, CA 92868  
(714) 560-6282  
[www.octa.net](http://www.octa.net)