

## Business License

*The City of Placentia welcomes new business enterprises and values the businesses that have made Placentia their home.*

*Any individual, sole proprietor, partnership, corporation or entity that wishes to conduct business within the City of Placentia must secure a building and zoning approval and business license.*

*According to Placentia's Municipal Code section 6.04.030, no person shall engage in business or transact and carry on a business, trade, profession, calling, or occupation in the City without first having procured a City business license.*

*Please contact the City with any questions and for additional information on acquiring or renewing your business license.*



*The City Council is committed to keeping Placentia a pleasant place by providing a safe family atmosphere, superior public services and policies that promote the highest standards of community life.*

### Important Telephone Numbers

Administration	714.993.8117
Building Department	714.993.8124
Development Services	714.993.8124
Finance Department	714.993.8237
Police Department	714.993.8164

**City Hall Hours: 7:30 am—6:00 pm**  
**Monday to Thursday**  
**Closed Friday**

401 East Chapman Avenue, Placentia, CA 92870  
[www.placentia.org](http://www.placentia.org)

City of Placentia

City of Placentia

All American City

**New  
In-City  
Business**



## THE PROCESS

1. Complete B & Z or Home Occupation form at Development Services counter
2. Business pays for inspection and B & Z
3. Commercial location: Building Inspector inspects site and approves B & Z
4. Home-based: Home Occupation approved over the counter
5. Development Services releases approved B & Z or Home Occupation permit to open new business
6. Business completes Business License application\*\*\* and pays for business license tax and/or other fees (if applicable) with the Finance Department

\*\*\* Other permits may require additional review and approval by various departments



## NEW IN-CITY BUSINESS WORKFLOW

*For More Information Contact*

**Development Services**  
**714.993.8124**  
**Finance 714.993.8237**

New business submits B&Z form to DS for Zoning, Inspection Scheduling, and Building Permit Approval

DS contacts business of approved B & Z\* or Home Occ.\*\* and informs business to procure Business License

DS releases approved B & Z or Home Occupation permit

Finance collects Business License tax and mails out Business License Certificate

\* B & Z: Planning confirms proper use of commercial site (planning and zoning clearance) and a Building Inspector will confirm building and business use are in compliance with City and State building codes.

\*\* Home Occ.: Home Occupation Permits of the Placentia Municipal Code (PMC) allows incidental and limited non-residential activities within dwelling units. A home occupation shall be secondary to the dwelling unit's primary function as a residence and be compatible with the neighborhood within which it is located.