

FILIPINO AMERICAN CHAMBER OF COMMERCE OF ORANGE COUNTY



SECRETS TO SUCCESS

# SUCCESS IN A CHANGING WORLD

MARCH 21, 2024

BACK BAY CONFERENCE CENTER



FILIPINO AMERICAN CHAMBER OF COMMERCE OF ORANGE COUNTY



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# IRVINE LICENSING Q & A

SUCCESS IN A CHANGING WORLD



MARCH 21, 2024

# Doing Business in the City of Irvine



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Presented by  
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CITY OF IRVINE



# Business Licensing

- All organizations operating within the City must obtain and maintain a business license **PRIOR** to conducting business in Irvine.
- If your business or occupation is licensed by the State of California, you must provide a copy of your current state license when submitting your application.
- Before applying for a business license and / or opening your business, please contact the City of Irvine, Planning Department at 949-724-6308 or [planningcounter@cityofirvine.org](mailto:planningcounter@cityofirvine.org) to confirm your business activity meets the land use requirements of the City's Zoning Code.

# Business Licensing

- Business License is issued for one year and must be renewed annually.
  - Fees (A + B) include:
    - A. AB 1379 State Mandated Fee: \$4.00
    - B. Business License Fee
      - 0 – 4 Employees: \$66.00
      - 5 or More Employees: \$92.00
  - If you submit your application within 60 days of starting business, no penalty fee will apply.
  - Much like a driver's license, it is your responsibility to renew your business license on time each year; \$46.00 late fee will be applied if license is not renewed within 60 days of expiring.

# Business Licensing

- Non-profit business are required to submit the following documentation:
  - IRS Determination Letter verifying non-profit and / or tax-exempt status.
- Other Important Note!
  - If your business activity includes door-to-door solicitation, each individual in the solicitation process must carry a valid employer / employee identification badge and a copy of your business license.

# Business Licensing

If you have any questions, a City of Irvine Business License Permit Specialist can be reached by calling 949-724-7128 or via email at [businesslicense@cityofirvine.org](mailto:businesslicense@cityofirvine.org). Our hours of operation are Monday through Friday from 8 a.m. to 5 p.m., closed for lunch 12 p.m. to 1 p.m.

You can make an appointment with the Community Development Assistance Center by scanning the QR code to the right, and a team member will walk you through the process.

To submit your application, or view additional resources visit our website [www.cityofirvine.org/license](http://www.cityofirvine.org/license).





# Business Licensing - FAQs

## Can I do business from my home?

Home Occupation permits shall be approved by the City provided certain standards are met. Please contact our Planning Department at 949-724-6308 or [planningcounter@cityofirvine.org](mailto:planningcounter@cityofirvine.org) to confirm your business activity meets the home occupation requirements.

## Do I need a Sellers Permit?

If you are selling any tangible items, you are required to obtain a Seller's Permit from the California Department of Tax and Fee Administration (CDTFA), for the purpose of collecting and reporting sales tax to the State of California. To obtain a seller's permit, contact the CDTFA at 800-400-7115 or 949-440-3473, or you can apply in person at 16715 Von Karman Avenue, Ste 200, Irvine, CA, 92606 or visit their website [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov).

## What is a Fictitious Business Name/Doing Business as Statement and do I need one?

A Fictitious Business Name (FBN) or Doing Business As (DBA) statement is required when the business name does not include the surname, last name, of the individual owner and your business is a sole proprietor. If you propose to use a fictitious business name, contact the Orange County Clerk Recorder's Office at 601 N. Ross Street, Santa Ana, CA 92701, via phone at 714-834-2889 or visit their website at [ocrecorder.com](http://ocrecorder.com).

## Do I need a Federal Employer ID Number (FEIN) aka Federal Tax ID Number?

An Employer Identification Number (EIN), also known as a federal tax identification number, is used to identify a business entity. Generally a partnership, corporation or LLC business needs an EIN. You can obtain by contacting the Internal Revenue Service (IRS) to obtain your Federal Employer ID number or call 866-816-2065.



# Business Licensing - FAQs

## Do I need a State License?

Depending on the type of business being conducted, you may. If your business or occupation is licensed by the State of California, you must provide a copy of your current state license when submitting your application online.

## Do I need zoning approval for my business activity?

Any business located in Irvine, commercial or residential, will need to be approved by our Zoning Department. Before applying for a business license and opening your business, please contact our Planning Department at 949-724-6308 or [planningcounter@cityofirvine.org](mailto:planningcounter@cityofirvine.org) to confirm your business activity meets the land use requirements of the City's Zoning Code.

## Do I need to display my business license?

Yes, your business license needs to be displayed in a conspicuous place at the location of the business. If you are an out-of-city business, please carry a copy of your license with you.

## Can I get a temporary or one-day business license?

The City does not issue temporary or one-day business licenses. A business license is issued for one year and needs to be renewed annually.

## Can I sell Hemp/Cannabis products?

The City allows "hemp" products, with no more than 0.3% THC, to be sold per the Federal Act. Anything more than 0.3% is not permitted. You will be required to provide product labels for all items being sold.

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