



# CITY OF GLENDORA

*Administrative Policy No.:* 1.31

**Title:** Motion Picture, Television, and Still Photography

**Effective:** 4/23/2013

## Policy Objective

To assist persons in obtaining the necessary approvals and permits for motion picture and television filming, still photography, and in order to preserve the public peace and safety.

## Authority

This policy approved by City Council action on April 23, 2013.  
City Manager

## Related References:

Administrative Policy 1.21  
Glendora Municipal Code Section 5.08.250

## Assigned Responsibility:

City Manager and all Department Heads


## Exemptions:

This policy does not apply to or affect reporters, photographers or camera persons in the employ of a newspaper, news service, or similar entity engaged in on-the-spot broadcasting of events in the news and of general public interest, nor to the filming or videotaping solely for private use. This policy does not apply to videotaping of public meetings for broadcast on the public access cable channel.

This policy does apply to commercials, motion pictures, television, video tapes, or still photography produced by a for-profit organization, or a nonprofit organization, which qualifies under Section 501(c)(3) of the Internal Revenue.

An exemption to this policy will apply when the filming, including staging, equipment storage and parking is done so entirely on private property without the disturbance of public peace and safety. This exemption shall apply to for-profit, non-profit, and any group or individuals. Any use of special effects, pyrotechnics, aircraft, parking/ storage on public property or other neighborhood disturbing impacts will be cause for the requirement of obtaining a film permit.

The City Manager reserves the right to waive any and all requirements of this policy, if circumstances warrant such a waiver.

<b>City Manager Approval:</b> 	<b>Revision No.</b>
<b>Reference:</b>	<b>Page 1 of 6</b>
<b>Prepared by: Valerie Escalante</b>	

**Procedures:**

**1. RESTRICTIONS**

- A. A signed release must be obtained from the property owner(s) where the production will take place and where vehicles, trailers and equipment will be stored or parked. The release must be presented to the Business License Technician or his designee five days before the start of filming; or eight days if the production will require any street closures or include the use of any special effects.
- B. Signatures must be obtained on a notification form (Exhibit A) of all owners/tenants of residences and businesses that are directly adjacent (at sides and rear) to the filming location, including areas where vehicles, trailers or equipment are stored or parked and must be delivered to the Business License Technician or his designee at least five business days before the start of filming. Any signature not received or any protest received by the Business License Technician or his designee may be grounds to deny the filming or photography.
- C. A notification form (Exhibit B) must be delivered to all owners/tenants of residences and businesses within a 200 foot radius of the film location, including areas where vehicles, trailers or equipment are stored or parked at least five business days prior to the start of filming. A declaration regarding delivered notifications (Exhibit C) must be signed by the Applicant and presented to the Business License Technician or his designee at least five days before the start of filming. In conjunction with the signed declaration of delivery, the Applicant must submit a list detailing every address to which a notice was delivered. Any protest received by the Business License Technician or his designee within two business days prior to the start of filming may be grounds to deny the filming or photography.
- D. No production, vehicles, trailer and equipment storage or parking will be allowed within 500 feet of a school unless written permission is obtained from the school district and presented to the Business License Technician or his designee at least five days before the start of filming.
- E. Production is not to start before 6:00 AM nor continue after 10:00 PM.
- F. Production on City-owned facilities and/or property, which include the City Hall, Library, Police Facility, La Fetra Center, Legion Building, Glen Oaks Golf Course, and all City parks, will require approval from the City Manager and the respective Department Head. City owned streets and parking lots may be utilized provided permits are obtained.

**2. PERMITS AND SAFETY CONSIDERATIONS**

- A. A business license application must be completed and the fee which is established by City Council shall be paid at the Finance Department prior to filming. In addition to information required on the business license application form, the number of persons

and the number and type of vehicles at the filming location must be indicated on the application. If the applicant is a film permit organization, information regarding both the film permit organization and the production company, including a contact person and telephone number, must be provided on the application. The permit must be approved by the Finance Director.

- B. A film liaison (the Business License Technician) will be made available to assist with the coordination of obtaining a film permit. The Liaison will ensure permit compliance and assist in mitigating any problems that may arise.
- C. The Police Department will determine the number of officers, to be assigned, if any, necessary for public safety. The cost of officers per hour is established by City Council Resolution and will be charged to the applicant. The Police Department will post street closure and no-parking signs as determined by the Chief of Police or his designee prior to filming.
- D. If the production encroaches into the public right-of-way, that is, onto the sidewalk or part of the street, an encroachment permit is necessary from the Public Works Department. The Public Works Department will provide barricades and other services as necessary at cost determined by the City Engineer.
- E. If the closure of a street is necessary, a parade permit must be obtained from the Police Department and approved by the City Manager.
- F. The applicant is responsible to make the necessary notification prior to filming to the L.A. County Fire Department of street closures, and the use of flammable, explosive or hazardous materials.
- G. All companies and independent contractors working in the City of are required to have a valid business license before any work commences. If the services of associated companies are necessary, such as the use of caterers, the applicant is encouraged to utilize companies regularly conducting business within the City of Glendora, or associated company shall be required to obtain a Glendora business license.

### **3. INSURANCE**

- A. A certificate of insurance is required before a filming permit is issued in an amount specified by the Risk Manager, not less than \$1,000,000, naming the City as additional insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage.
- B. The applicant shall conform to all applicable State requirements for Worker's Compensation insurance for all persons operating under a filming permit.
- C. The applicant shall sign a hold harmless agreement as provided by the City from the Finance Department prior to the issuance of a filming permit.

**NOTIFICATION  
OF MOTION PICTURE, TELEVISION  
OR STILL PHOTOGRAPHY**

The person(s) or company listed below is applying to the City of Glendora for a permit to film a motion picture, television production, or to take photos at the location(s) and time(s) listed below. Your residence or business is directly adjacent to the location where the filming will take place or to an area where vehicles, trailers and equipment will be stored or parked. Your signature on this form notifies City officials that you do not have objections to such a production. If you are concerned about this production, please contact the Business License Technician at (626) 852-4811.

Producer: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Production Location, Storage &/or Parking: \_\_\_\_\_

Type of Production: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s):      From: \_\_\_\_\_      To: \_\_\_\_\_

---

Address	Print Name	Signature

This completed form must be delivered to the Business License Technician or his designee at least five business days prior to the start of any production related activities.

# FILMING NOTIFICATION

Date: \_\_\_\_\_

We have proposed to film scenes for \_\_\_\_\_  
(project title)

in your area. We are applying for a City of Glendora film permit and will maintain all required insurance. We will provide for all public safety issues and will abide by all the rules and conditions of the permit. We will make every effort to not disturb you and will treat your neighborhood with the respect it deserves. Thank you in advance for your hospitality and cooperation while we are filming in your area.

Production Location, Storage &/or Parking: \_\_\_\_\_

Type of Production: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): From: \_\_\_\_\_ To: \_\_\_\_\_

If you have any questions or concerns regarding this film project, please contact:

Production Company: \_\_\_\_\_

Location Manager: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Production Manager: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**For any law enforcement or traffic concerns while filming activity is in progress, please contact:  
Glendora Police Department (626) 914-8273**

As a condition of issuing a Film Permit, film companies are required to notify residents and/or businesses within the 200 foot proximity zone of a filming area. Notification must be delivered with minimum five business day notice. You have received this notice because you are within the proximity zone.

**If you have no concerns about this film project, you need do nothing further. If you disapprove of this project, please call the Business License Technician to voice your concern at (626) 852-4811. If unavailable, please include your Name, Address, Telephone Number And the Film Project Title. This information must be included in order for your protest to be valid. Concerns should be made known with a minimum of two business days prior to the start of filming.**

City of Glendora  
**FILMING NOTIFICATION DECLARATION**

116 E Foothill Blvd., Glendora CA 91741  
(626) 852-4811

The person(s) or company listed below has applied to the City of Glendora for a permit to film a motion picture, television production, or to take photos at the location(s) and time(s) listed below. In addition to the required signatures from the properties adjacent to the film location, a film notification is required to be delivered to all residents and business owners within a 200' radius at least five business days prior to the first film activity.

Producer: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Production Location, Storage &/or Parking: \_\_\_\_\_

Type of Production: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): From: \_\_\_\_\_ To: \_\_\_\_\_

Attached to this declaration is the notification and a listing of the addresses where the filming notifications were delivered.

Date(s) filming notifications delivered:

I certify that a filming notification has been delivered to all addresses within the defined proximity zone for this project. I declare under penalty of perjury that the foregoing is true and correct.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name Printed:

**City of Glendora**  
**Filming Permit Sign Off Sheet**

Name of Company \_\_\_\_\_

Address of Company \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Location of Filming \_\_\_\_\_

Date of Filming \_\_\_\_\_ Time \_\_\_\_\_

Type of Shooting:

Exterior Dialogue \_\_\_\_\_ Interior Dialogue \_\_\_\_\_ Still Shots \_\_\_\_\_ Special Fx \_\_\_\_\_

Driving Scenes \_\_\_\_\_ Drive By's \_\_\_\_\_ Drive Ups / Aways \_\_\_\_\_

Open To Public \_\_\_\_\_ Closed To Public \_\_\_\_\_ Cast/Crew # \_\_\_\_\_

Generators# \_\_\_\_\_ Pyrotechnics \_\_\_\_\_ S.F.M # \_\_\_\_\_ Special Fx # \_\_\_\_\_

**Approval Sign Off And Check List**

Police Department: \_\_\_\_\_ Date \_\_\_\_\_  
Officers/Public Safety

Public Works: \_\_\_\_\_ Date \_\_\_\_\_  
Encroachment Permit

Building: \_\_\_\_\_ Date \_\_\_\_\_

Planning: \_\_\_\_\_ Date \_\_\_\_\_

Risk Mgmt: \_\_\_\_\_ Date \_\_\_\_\_  
Insurance/Hold Harmless Agreement

Others: \_\_\_\_\_ Date \_\_\_\_\_

City Manager: \_\_\_\_\_ Date \_\_\_\_\_  
When Applicable

## INDEMNITY AGREEMENT

This Indemnity Agreement (the "Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by and between the CITY OF GLENDORA ("City") and \_\_\_\_\_ ("Applicant").

### RECITALS

A. Applicant has sought a permit from the City to film a (motion picture) (or) (television program) (or) ( photograph \_\_\_\_\_ ) in the City of Glendora (the "Permit");

B. City Administrative Policy 1.31 – Motion Picture, Television and Still Photography (the "Policy") requires that Applicant indemnify, protect, defend and hold City harmless for any personal injury, death or property damages which occurs by reason of, arises out or as a result of Applicant's activities pursuant to the Permit;

C. City is willing to grant Applicant the Permit on the conditions set forth in the Policy and Applicant is willing to indemnify, protect, defend and hold City harmless for any personal injury, death or property damages which occurs by reason of, arises out or as a result of Applicant's activities pursuant to the Permit;

### NOW, THEREFORE, APPLICANT HEREBY AGREES AS FOLLOWS:

1. Applicant does here by agree to indemnify, defend, protect and hold City harmless from any liability to City arising by reason of personal injuries, any death or deaths and property damage to Applicant, Applicant's employees, agents, representatives, assigns, sub-contractors or others associated with Applicant by contract or otherwise in the activities permitted by the Permit or to third parties which occurs by reason of, arises out or as a result of Applicant's or Applicant's subcontractors' activities pursuant to the Permit. (The term "Applicant" shall hereinafter include Applicant, Applicant's employees, agents, representatives, assigns, sub-contractors or others associated with Applicant by contract or otherwise in the activities permitted by the Permit).

2. In the event that the City is named as a defendant or any other capacity in any action by a person or persons claiming injury to person, death or property damage by reason of, arising out or as a result of, Applicant's or Applicant's sub-contractors' activities pursuant to the Permit, Applicant agrees to defend City with counsel of City's choice, in City's sole discretion, in such action. For purposes of this Agreement, "action" shall include a law suit, appeal of a decision of a lower court, arbitration or mediation, whether binding or non-binding, workers' compensation claims or other legal means by which one claiming an injury to person or property or death seeks redress of his or her claim.



3. Applicant warrants to City that this Agreement has been signed by a duly authorized agent or representative of Applicant.

WHEREFORE, Applicant has executed this Agreement on \_\_\_\_\_ 20  
at (city) \_\_\_\_\_, (state) \_\_\_\_\_

(FULL NAME OF APPLICANT)

BY: \_\_\_\_\_  
(Print Name) :

(Print Title) :

BY: \_\_\_\_\_  
(Print Name) :

(Print Title) :

(If the applicant is a corporation, you will need the signatures of the number of officers authorized to sign for the Corporation).

The foregoing Agreement has been accepted by the City of Glendora

on \_\_\_\_\_ 20

By: \_\_\_\_\_  
(Print Name) :

(Print Title) :

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL  
AGENCY OR SUBDIVISION OR POLITICAL  
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

<p><b>State Or Governmental Agency Or Subdivision Or Political Subdivision:</b></p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p>City of Glendora and its Officials, Agents, Employees and Volunteers.</p> </div>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

**Section II – Who Is An Insured** is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.
2. This insurance does not apply to:
  - a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
  - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
	COMPANIES AFFORDING COVERAGE		
INSURED	COMPANY	A	
	COMPANY	B	
	COMPANY	C	
	COMPANY	D	

**COVERAGES:**  
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR OWNER'S & CONTRACTOR'S PROT				GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ PERSONAL & ADV INJURY \$ EACH OCCURRENCE \$ FIRE DAMAGE (Any one Brl) \$ MED EXP (Any one person) \$
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> THE PROPRIETARY PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ EL DISEASE - POLICY LIMIT \$ EL DISEASE - EA EMPLOYEE \$
	OTHER				

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**  
 The City of Glendora and its Officials, Agents, Employees and Volunteers shall be named additional insured.  
 Job:

<b>CERTIFICATE HOLDER</b> CITY CLERK CITY OF GLENDORA 116 EAST FOOTHILL BOULEVARD GLENDORA CA 91741	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL <del>FORFEIT</del> MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. AUTHORIZED REPRESENTATIVE
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# APPENDIX B

Reproduction of Insurance Services Office, Inc. Form

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

## **ADDITIONAL INSURED—OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

**Name of Person or Organization:**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

*This form to be submitted along with Certificate of Insurance if filming will be on City Property. If on private property only, please submit Certificate of Insurance.*

CG 20 10 03 97

Copyright, Insurance Services Office, Inc. 1996



# COUNTY OF LOS ANGELES FIRE DEPARTMENT MOTION PICTURE/TV FILMING PERMIT

14425 Olive View Dr, Sylmar, CA 91342 (818) 364-8240 / (818) 364-8242-FAX

IN ACCORDANCE WITH ARTICLE 1 SECTION 105.8 OF THE 2002 L.A. COUNTY FIRE CODE AND/IN ACCORDANCE WITH TITLE 19, CALIFORNIA CODE OF REGULATIONS, FOR THE FOLLOWING:

This permit shall constitute permission to conduct motion picture, television and commercials and related filming productions. Such permit shall not take the place of any license required by law.

Fire Permit #: \_\_\_\_\_ Agency Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone #: \_\_\_\_\_

Production Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Production Title: \_\_\_\_\_ Fax #: \_\_\_\_\_

Location Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

### FILMING LOCATION/DATES/TIMES

Primary Location/Address: \_\_\_\_\_ Dates: \_\_\_\_\_ Time: \_\_\_\_\_

Second Location/Address: \_\_\_\_\_ Dates: \_\_\_\_\_ Time: \_\_\_\_\_

Additional Locations \_\_\_\_\_ Dates: \_\_\_\_\_ Time: \_\_\_\_\_

Basecamp: \_\_\_\_\_ Dates: \_\_\_\_\_ Time: \_\_\_\_\_

### TYPE OF SHOOTING

Summary of Scene: \_\_\_\_\_

Exterior Dialog ( ) Interior Dialog ( ) Still Shots ( ) Special FX ( ) Driving Scene ( )

Drive By's ( ) Drive Ups/Aways ( ) Open to Public ( ) Closed to Public ( )

Total Cast/Crew/Extras: \_\_\_\_\_ Generator(s): \_\_\_ Aircraft? Landing ( ) Flyovers ( ) Refueling ( )

Pyrotechnician: \_\_\_\_\_ S.F.M. #: \_\_\_\_\_ Special FX #: \_\_\_\_\_

Comments: \_\_\_\_\_

### PERMIT REQUIREMENTS - Fire Department Use only

Fire Safety Advisor ( ) Fire Safety Officer ( ) Water Truck ( ) Size: \_\_\_\_\_

Remarks: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_



# BUSINESS LICENSE APPLICATION CITY OF GLENDORA

116 E. Foothill Boulevard • Glendora, California 91741 • (626) 376-4678 • www.glendora.hdlgov.com

FILL IN BOXES 1 THRU 7 - PLEASE PRINT OR TYPE

**1** Business Name \_\_\_\_\_  
 Business Location \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Description of Business \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Business License Number \_\_\_\_\_

**2** MAILING ADDRESS (if different from business location)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4** Sales tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest California State Board of Equalization office.  
 State Sales Tax No. \_\_\_\_\_  
 Federal Tax ID No. \_\_\_\_\_  
 OWNERSHIP - (Circle one)  
 Sole Partnership Corporation LLC  
 Is your business located in the City of Glendora?  
 YES or NO

**3** OWNER INFORMATION - Owners, Partners or Officers of Corporations, listed here  
 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_  
 Email \_\_\_\_\_ Social Security # \_\_\_\_\_

**5** BUILDING CONTRACTOR  
 I certify I am licensed under the provision of the contractor's license law and my license is in full force and effect.  
 Contractor's License Number & Classification \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_  
 Email \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Attach separate page for additional owners or officers.

CITY USE ONLY  
 Class Code \_\_\_\_\_  
 NAIC Code \_\_\_\_\_  
 Truck Tag Issued YES or NO \_\_\_\_\_  
 Home Occupation forms issued? YES or NO \_\_\_\_\_

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 State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)  
 The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)  
 The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

**6** FEE SECTION: PLEASE COMPLETE REVERSE SIDE AND ENTER RESULTS HERE.  
 Business Class **250**  
 (1) Base Fee \$ **750.00**  
 (2) Additional Tax \$ \_\_\_\_\_  
 (3) Penalties \$ \_\_\_\_\_  
 (4) Application Review \$ **77.00**  
 (5) CA SB1186 Fee \$ **4.00**  
**TOTAL TAX DUE \$ 831.00**

Department Review & Approval: Building \_\_\_\_\_ Date \_\_\_\_\_ Planning \_\_\_\_\_ Date \_\_\_\_\_  
 (Please Initial) Police \_\_\_\_\_ Date \_\_\_\_\_

**7** CERTIFICATION AND WARNING: I certify that the above information is correct to the best of my knowledge. I understand that a business license is required to do business in Glendora under Chapter 5.04 of the Glendora Municipal Code but a **business license does not give me a right to do business.** I understand a business license is not intended for regulation and is not an endorsement nor certification of compliance with ordinances or laws. I understand that a business license is for the sole purpose of raising revenue and it is recommended that I consult with the Planning Department regarding regulatory practices.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Business Tax Calculation.** Please complete and enter applicable taxes in Section 6. **Note:** Gross receipts refer to earnings in Glendora for one year or the license period.

Business class	Description	Base Fee	Additional Tax
060(1)	Residential subdivision signs		sq. ft. x .25 up to 100 sq. ft. = _____ sq. ft. x .75 over 100 sq. ft. = _____
060(2)	Outdoor billboards (Pay the greater amount)		sq. ft. x 1.00 = _____ or signs x 75.00 ea. = _____
070-A	Resthomes, Retirement Homes	35.00	beds x \$ 2.00 per bed = _____
070-B	Sanitarium, Convalescent Homes, Infirmaries, Hospitals	35.00	beds x \$ 2.00 per bed = _____
080	Hotels, Motels	35.00	Gross receipts \$ _____ Subtract \$ 20,000 Balance \$ _____ x .0004 = \$ _____
090	Public Utilities Franchise \$ 150.00 All Others	32.00 +	Gross receipts \$ _____ Subtract \$ 20,000 Balance \$ _____ x .00003 = \$ _____
110	Funeral Homes, Chapels, Cemeteries Mortuary & Cemetery Funeral Chapel & Cemetery Mortuary or Funeral Home only	100.00 100.00 50.00	
130	Apartments, Mobile Home Parks, Trailer-Parks, Industrial and Commercial Rentals	35.00	No. of units _____ Less (4) Balance _____ x \$ 2.50 ea. = \$ _____
160	Circuses, Carnivals		\$ 75 per day x _____ day = _____
180	Vending Machines, Amusement Devices		\$ 35 x _____ machines = _____ or \$ _____ gross receipts x 1 % = _____
190	Delivery Vehicles		\$ 53 x _____ vehicles = _____
200	Street Vendors Principal Street Vendor Additional Street Vendors Non-resident Resident	50.00	\$ 20.00 x _____ vendors = _____ \$ 7.50 x _____ vendors = _____
210-A	Auto Dealers Gas Stations, Grocery, Meat, Fish, Fruit and Vegetable	35.00	Gross receipts \$ _____ Subtract \$ 20,000 Balance \$ _____ x .00003 = \$ _____
210-B	Building Materials, Hardware, Farm and Garden Supply	35.00	Gross receipts \$ _____ Subtract \$ 20,000 Balance \$ _____ x .000075 = \$ _____
210-C	Apparel & Accessories, Restaurants, Night Clubs, Furniture & Home Furnishings, Appliances, General Merchandise, Liquor or Department Stores, Tires, Batteries, Variety, Trailer Sales, Misc. Goods	35.00	Gross receipts \$ _____ Subtract \$ 20,000 Balance \$ _____ x .0001 = \$ _____
210-D	Drug Stores, Dry Goods, Jewelers, Laundry, Dry Cleaners	35.00	Gross receipts \$ _____ Subtract \$ 20,000 Balance \$ _____ x .000125 = \$ _____
210-E	Automotive Repair, Printing Shops, Newspapers, Misc. Retail Firms	35.00	Gross receipts \$ _____ Subtract \$ 20,000 Balance \$ _____ x .00015 = \$ _____
210-F	Barber, Beauty Shops, All Other Service Firms at Retail	35.00	Gross receipts \$ _____ Subtract \$ 20,000 Balance \$ _____ x .0003 = \$ _____
220-A	General Contractors	43.00	Gross receipts \$ _____ Subtract \$ 40,000 Balance \$ _____ x .00010 = \$ _____
220-B	Electrical, Plumbing, Heating, Air Conditioning Contractors	43.00	Gross receipts \$ _____ Subtract \$ 40,000 Balance \$ _____ x .00015 = \$ _____
220-C	Sub-Contractors and All Others	43.00	Gross receipts \$ _____ Subtract \$ 40,000 Balance \$ _____ x .00020 = \$ _____
230	Wholesalers/Manufacturers	53.00	Gross receipts \$ _____ Subtract \$ 20,000 Balance \$ _____ x .00003 = \$ _____
240-A	Dental Hygienists, Physical Therapists, Oculists	58.00	
240-B	Dentists, Chiropractors, Physicians, Psychologists, Podiatrists, Optometrists, Pharmacists, Other Medical and Health Specialists	88.00	
245-A	Collection Agencies, Cosmetologists, Insurance Adjusters, Physical Training Schools, Social Workers, Tree Surgeons	48.00	
245-B	Appraisers, Bookkeepers, Brokers, Consultants, Private Investigators, Taxidermists, Communication Services, Sales Representatives	63.00	
245-C	Accountants, Architects, Civil Engineers, Geologists, Physicists, Lawyers	88.00	
250	Motion Picture/Television Production	750.00	
260	All Others	35.00	Gross receipts \$ _____ Subtract \$ 20,000 Balance \$ _____ x .0001 = \$ _____

## The City of Glendora Business License Tax Division

# How to apply



### TELEPHONE

For immediate assistance, please call the City of Glendora Business Support Center at **(626) 376-4678**

A Tax Specialist will help you with the application process and answer all of your licensing questions



### ONLINE

#### NOW ACCEPTING BUSINESS LICENSE APPLICATIONS ONLINE!

You can now apply for a business license online from the comfort of your home or office

Please visit:  
**<https://Glendora.HdIGov.com>**



### BY MAIL

Request an application to be sent by mail by calling **(626) 376-4678**

Or download an application at  
**<https://Glendora.HdIGov.com>**

**Mail your completed form to:**  
The City of Glendora Business Support Center  
8839 N. Cedar Ave #212, Fresno, CA. 93720-1832

**NOTE:** No payment will be required until your application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of application. After the business taxes are paid a business license account number will be issued. A certificate will be mailed or e-mailed to you once the process is completed. Upon receipt of your license certificate, the City of Glendora Municipal Code requires it be posted in a conspicuous place at your place of business.



#### **BUSINESS SUPPORT CENTER**

8839 N. Cedar Ave. #212, Fresno, CA 93720-1832 | Phone: 626 376-4678 | Fax: 909-348-0465 | E-mail: [Support@HdIGov.com](mailto:Support@HdIGov.com)