City of South Gate

Business Resource Guide

2008

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Community Development Department
8650 California Avenue
South Gate, California 90280
www.cityofsouthgate.org

BUSINESS REGULATIONS

Alcohol Beverage License

For an alcohol beverage license you are required to first check the business property Zoning Regulations with the City of South Gate Planning Division, and if subject to approval apply for a Conditional Use Permit. In addition, you must also apply for an alcohol beverage license with the Department of Alcoholic Beverage Control.

Community Development Department
South Gate City Hall
8650 California Avenue
South Gate, CA 90280
Phone: (323) 563-9562
Hours: Monday - Thursday 7:00 am - 6:00 pm
Website: www.cityofsouthgate.org

Alcoholic Beverage Control Department
3950 Paramount Blvd., Suite 250
Lakewood CA 90712
Phone: (562) 982-1337
Hours: Monday - Friday 8:00 am - 5:00 pm
Website: www.abc.ca.gov

Building and Remodeling Permits

Building and construction permits are required for all new and remodeling construction, including change of occupancy. For more information on what is needed in order to apply for permits contact the:

Building & Safety Division
South Gate City Hall
8650 California Avenue
South Gate, CA 90280
Phone: (323) 563-9583
Hours: Monday - Thursday 7:00 am - 5:00 pm

Business License

Any person operating a business within the City of South Gate (even if your business is not located in the city) must obtain a business license. Business licenses are non-transferable and the certificate is terminated if a business ownership changes. Please advise the Business License Division if you go out of business. For additional information, please contact the Business License Office at:

Business License Division
South Gate City Hall
8650 California Avenue
South Gate, CA 90280
Phone: (323) 563-9527
Hours: Monday-Thursday 7:00 am – 5:30 pm

BUSINESS REGULATIONS

CalGold-Business Permits Made Simple

The CalGOLD provides business owners with information on where to obtain permits, licenses and other requirements from all levels of government. The CalGOLD database provides links and contact information that direct you to agencies that administer and issue business permits and licenses. Much of the information is specific to the type of business and its location in California. For more information visit their website at www.calgold.ca.gov.

Discrimination Law

Harassment and discrimination in employment and housing is prohibited, if it is based on a person's race, ancestry, national origin, color, sex (including pregnancy), sexual orientation, religion, physical disability, marital status, medical condition and refusal of family care leave. To file a complaint contact:

Department of Fair Employment and Housing
Los Angeles District Office
611 West Sixth Street, Suite 1500
Los Angeles, CA 90017
Website: www.dfeh.ca.gov
Phone: (800) 884-1684

Employment Development Department (EDD)

EDD's Tax Branch administers the collection, accounting, and auditing functions of California's payroll tax program. The program consists of Unemployment Insurance and Employment Training Tax, which are employer contributions, and Disability Insurance and Personal Income Tax, which are withheld from employees' wages. For more information contact:

Employment Tax Office
5401 Crenshaw Boulevard, Suite A
Los Angeles, CA 90043
Phone: (888) 745-3886
Website: www.edd.ca.gov

Federal Identification Number

Federal Tax Identification Number is used to identify your business and should be filed with a Form SS-4 with the Internal Revenue Service (IRS) office. You may apply for a Federal Tax Identification Number online or at any IRS office. This is a free service offered by the Internal Revenue Service. Tax information for starting a business can be found at www.irs.gov

Internal Revenue Service (IRS)
9350 Flair Dr.
El Monte, CA 91731
Phone: (800) 829-1040
Hours: Monday - Friday 8:30 am - 4:30 pm
Website: www.irs.gov

BUSINESS REGULATIONS

Federal Registration of Trademarks and Patents

Trademarks and product names may be registered with the U.S. Trademark and Patent Office. You may register a business trademark online at www.uspto.gov.

U.S. Patent & Trademark Office
Phone: (800) 786-9199
Website: www.uspto.gov

Fictitious Name Statement Filing

To register your business name, you must file a Fictitious Name Statement with the Los Angeles County Recorder office.

Department of Registrar-Recorder/County Clerk
12400 Imperial Hwy, Room 1107
Norwalk, CA 90650
Phone: 562-462-2177
Hours: Monday - Friday 8:00 am - 5:00 pm
Website: www.lavote.net/CLERK/Business_Name

Health Department Permits

To operate a restaurant or sell any food items, including pre-packaged foods, a Health Department Permit is required and must be filed before the business license can be issued.

County of Los Angeles Department of Public Health
Environmental Health
Food & Milk Program
5050 Commerce Drive
Baldwin Park, CA 91706
Phone: (626) 430-5200
Website: www.lapublichealth.org/eh

Minimum Wage Laws

Businesses with employees must comply with state laws establishing minimum standards for wages, hours and working conditions. The Division of Labor Standards Enforcement (DLSE) enforces minimum labor standards in order to ensure employees work under lawful conditions.

Division of Labor Standards Enforcement (DLSE)
320 W. Fourth Street, Suite 450
Los Angeles, CA 90013
Phone: (213) 620-6330 or (888) ASK-WAGE
Website: www.dir.ca.gov/dlse

BUSINESS REGULATIONS

Occupational Safety and Health Information

Businesses with employees must prepare an Injury and Illness Preventing Plan. The state provides a free of charge consultation service to assist employers with preventing unsafe working conditions and workplace hazards.

Cal/OSHA Consultation Services
320 W. 4th street, Room 850
Los Angeles, CA 90013
Phone: (213) 576-7451
Website: www.dir.ca.gov/dosh

Permanent Signs & Temporary Banner Permits

Permits for all permanent signs and temporary banners are required and issued by the Planning Division.

Planning Division
South Gate City Hall
8650 California Avenue
South Gate, CA 90280
Phone: (323) 563-9562
Hours: Monday - Thursday 7:00 am - 6:00 pm
Website: www.cityofsouthgate.org

Property Maintenance Enforcement

In order to maintain a healthy and safe environment as well as to protect property values, the City of South Gate enforces municipal codes which require property maintenance. To contact the City's Code Enforcement team, please contact:

Code Enforcement Division
South Gate City Hall
8650 California Avenue
South Gate, CA 90280
Phone: (323) 563-9558
Weekend Hotline: (323) 563-9598
Hours: Monday - Thursday 7:00 am - 5:00 pm

Sales & Wholesale Permit

A seller's permit from the State Board of Equalization is required to sell any product, whether retail or wholesale. As a seller you must report and pay taxes to the Board. Failure to register for a seller's permit and pay taxes may result in a fine or penalty. For more information call:

State Board of Equalization
12440 E. Imperial Hwy., Suite 201
Norwalk, CA 90651
Phone: (562) 466-1694
Hours: Monday - Friday 8:00 am - 5:00 pm
Website: www.boe.ca.gov

BUSINESS REGULATIONS

South Coast Air Quality Management District (AQMD)

AQMD's Small Business Assistance Office offers FREE technical consultation service either on-site, by phone, or at AQMD headquarters to help business owners meet AQMD rules and regulations. All businesses with 100 or fewer employees are eligible for this free on-site or over-the- phone technical consultation service. To receive free over-the-counter assistance, you can visit their headquarters:

AQMD Headquarters
21865 Copley Drive, Diamond Bar, CA 91765
Hours: Tuesday - Friday, 7 a.m. - 5:30 p.m.
Phone: (800) 288-7664

State Employer Account Number

Any business who hires an employee for services needs a state Employer Identification Number (EIN), subject to the California Income Tax Withholding Law.

U.S. Department of Treasury
Internal Revenue Service
300 N. Los Angeles Street
Los Angeles, CA 90012
Phone: (800) 829-1040
Website: www.edd.ca.gov

Worker's Compensation Insurance

The law requires businesses to have Worker's Compensation Insurance, to insure employees for any work related injury or illness.

Department of Industrial Relations
Division of Workers' Compensation
320 W. 4th Street, 9th Floor
Los Angeles, CA 90013
Phone: (213) 576-7389
Website: www.dir.ca.gov

Zoning Approval

Contact the Planning Division for information on commercial development standards, permitted uses, signage and parking requirements and allowable signage.

Planning Division
South Gate City Hall
8650 California Avenue
South Gate, CA 90280
Phone: (323) 563-9562
Hours: Monday - Thursday 7:00 am - 5:00 pm
Website: www.cityofsouthgate.org/municipalcodes.lexisnexis.com/codes/sgate/

BUSINESS ASSISTANCE AGENCIES

California Manufacturing Technology Consulting (CMTC)

CMTC's Small Manufacturing Advantage program provides expertise for small manufacturers to help businesses with marketing, financial planning, project management, workforce development, manufacturing improvements and more. The program is funded by the U.S. Department of Commerce, Manufacturing Extension Partnership and offered by California Manufacturing Technology Consulting. For more information, contact them at (800) 300-2682 or visit their website at www.cmtc.com

Los Angeles County Economic Development Corporation (LAEDC)

The LAEDC Business Assistance Program is available to assist help grow your business in Los Angeles County by offering FREE commercial and industrial property site search, human resources, technical assistance, international trade, economic research, financing and cost containment.

LAEDC
444 S. Flower St., 34th Floor
Los Angeles, CA 90071
Phone: (310) 466-5197 or (888)-4-LAEDC-1
Website: www.laedc.org/businessassistance

SCORE

SCORE "Counselors to America's Small Business" is a non-profit association that operates under an agreement with U.S. Small Business Administration. It provides FREE business-management counseling and education to current and prospective business owners. All individual and team counseling is free!

Los Angeles SCORE
330 North Brand Boulevard, Suite 190
Glendale, CA 91203
(818) 552-3206
(818) 547-1220 fax
Website: www.score.org

Small Business Development Centers (SBDC)

The SBADC provides programs and services to help small businesses suceed through business management, counseling and training and small business workshops. Consultation services include examination of business opportunities, preparation of business plans, and development of marketing skills and location of financial assistance. Some sessions may be free of charge. For more information, please contact the nearest SBDC to the City of South Gate on the list below.

SBDC Center
Long Beach Community College
3950 Paramount Blvd.
Lakewood, CA 90702
(562) 938-5020
Website: www.lasbdcnet.org

CHARO SBDC Center
4301 E. Valley Blvd.
Los Angeles, CA 90032
(323) 269-0751
Website: www.charosbdc.com

BUSINESS ASSISTANCE AGENCIES

City of Los Angeles Sanitation Department of Public Works, Hazard Waste Collection Center

Business hazardous waste can be dropped off on the 2nd Wednesday of each Month at the S.A.F.E (Solvents/Automotive/Flammables/Electronics) recycling and disposal Center located at:

2649 Washington Blvd., Los Angeles, CA 90021.
Website: www.lacity.org/san/solid_resources/special/hhw/safe_centers/index.htm
***This service is available to businesses by appointment only**

WARNING: Disposing of chemicals in your trash, storm drains or sewers is AGAINST THE LAW. Illegal dumping carries a minimum fine of $5000 per day per violation up to $100,000 per day per violation or imprisonment (Section 25189.5, Health & Safety Code).

Employer Recruitment Assistance

The Hub Cities Center offers services for businesses and employers, such as human resources and consulting services, labor market information and economic development resources.

Hub Cities
2677 Zoe Avenue
Huntington Park, CA 90255
Phone: (323) 586-4700
Website: www.hubcities.org
Hours: Monday - Friday 8:30am to 5pm

Health Coverage Guide

Everything small business owners need to know about offering health insurance to employees. The website includes information on coverage options, application preparation, associated tax savings and price estimates. For more information, please visit**: www.healthcoverageguide.org**

Used Oil Recycling Hotline

The City has a 24-hour used oil recycling hotline that provides information on the nine certified used motor oil recycling centers located throughout the city. For information on the Los Angeles County Oil Recycling Center nearest you, call 1-800-98-TOXIC or 1-800-988-6942. Operators are available from 8:00 AM to 4:00 PM, Mondays through Fridays.

BUSINESS FINANCING

California Enterprise Development Authority (CEDA) Financing Program

CEDA program provides financing to grow manufacturing businesses. For more details, please contact:
Paula Connors, (916) 448-8252, ext. 102

Los Angeles Minority Business Loan Program

The Los Angeles Minority Business Opportunity Center offers FREE services to minority-owned businesses, with annual sales of $500,000.00 or above and companies that are rapidly growing firms, to help them achieve their business needs.

City of Los Angeles City Hall
200 N. Spring Street, 13th Floor
Los Angeles, CA 90012
Phone: (213) 978-0671
Website: www.lamboc.org

HOPE Alliance Financial Services Center

HOPE seeks to facilitate the delivery of a range of professional business services, resources, information and access to over 25 direct lenders by assisting small business owners:

HOPE Center, Maywood
4449 East Slauson Avenue
Maywood, California 90270
Phone: (323) 771 6126
Website: www.operationhope.org
Hours: Monday through Friday - 9:00 am to 6:00 pm, Saturday - 9:00 am to 2:00 pm, Sunday – Closed

U.S. Small Business Administration (SBA) Financial Assistance Programs

SBA provides loans to businesses wishing to make improvements, purchase equipment, purchase property, build inventories or supplies and/or provide working capital. Loans are provided through a participating Certified Development Company (CDC), and are available through the SBA 504 and 7A Programs - depending upon the use of proceeds.

U.S. Small Business Administration
Los Angeles District Office
330 N. Brand Blvd., Suite 1200
Glendale, CA 91203
Office hours: Monday – Friday 8:00 am – 4:30 pm
Phone: (818) 552-3313
Website: www.sba.gov/ca/la

UTILITIES

AT&T – Cell, Internet & Telephone Services

High Speed Internet:
Phone: (888) 884-2375

All other Services:
Phone: (800) 750-2355
Website: www.att.com

Southern California Edison Company (SCE)

For information regarding electrical service call:
Phone: (800) 656-4555
Website: www.sce.com

Business Electricity Rate Reductions and Rebates:
The SCE Economic Development Rate Program provides a discount in the cost of electricity to qualified businesses. The program offers rebates to businesses who upgrade to higher efficiency lighting, air conditioning, machinery and other electrical devices. For more information, please contact:

SCE Economic and Business Development
Georgina Escamilla, Project Manager
Phone: (626) 302-3130/PAX 23130
Website: www.sce.com/ebd

The Gas Company

Phone: (800) 427-2000
Website: www.socalgas.com

Trash Collection Service

For information about temporary roll-off bins, storage bins, commercial bin services or ordering/replacing bins contact Waste Management.

Waste Management
Customer Service: (800) 774-0222
Hours: Monday - Friday 7 am – 6 pm, Saturday 8 am – 12pm
Website: www.wmlafacts.com

NOTE: The South Gate Police Department is issuing citations to anyone found scavenging through recycling bins. The City is required by law to divert as much recycled waste as possible to avoid heavy fines by the State. Help the City meet its goal by reporting to the Police Department anyone found scavenging recycled waste at (323) 563-5400.

Water Service

Water Service bills are sent out to on a monthly basis. The bill contains charges for water consumption, trash pickup, street sweeping and sewer maintenance.

Finance Department - Water Division
Hours: Monday - Thursday 7:00 am - 5:30 pm

- Water Service & Billing Questions: (323) 563-9586
- To report a leak or request a repair: (323) 563-5790

UTILITIES

Verizon - Cell, Internet & Telephone Services

Phone: (800) -899-4249
Website: www.verizon.com

Direct TV

Phone: (866) 548-4985
Website: www.directstarttv.com

Time Warner Cable

Phone: (888) 892-2253
Website: www.timewarnercable.com

CITY OF SOUTH GATE BUSINESS SERVICES

Enterprise Zone (EZ)

If your business is located in the Enterprise Zone Area it may be eligible for state tax incentives. These incentives include tax credits on sales and use taxes, income tax reductions up to half the amount of wages paid to employees, expanded business expense deductions, and carryover of the net operating losses. For more information on the EZ program, or to apply for the designation of a qualified business, please contact:

Community Development Department
South Gate City Hall
8650 California Avenue
South Gate, CA 90280
Phone: (323) 563-9529
Hours: Monday - Thursday 7:00 am - 6:00 pm

Chamber of Commerce

A non-profit business support organization dedicated to serving the City's business community. The Chamber's role is to help small businesses
prosper and expand.

South Gate Chamber of Commerce
3350 Tweedy Blvd.
South Gate, CA 90280
Phone: (323) 567-1203
Hours: Tuesday–Thursday 9:30 pm - 4:00 pm
Website: www.southgatechamber.com

Graffiti Removal Program

The City of South Gate operates a Graffiti Removal Program to help residents and businesses remove graffiti as quickly as possible. The program is offered citywide at NO COST to residents and business owners. To have the city remove graffiti, call the 24-hour Graffiti Hotline and leave the address and the exact location of the graffiti. The city will remove graffiti from all parts of the property that are visible from the street, unless on a roof or other hazardous area. The graffiti will generally be removed within 2 to 4 working days.

- **Report Graffiti 24-hour Hotline:** (800) 430-8455
- **Free paint:** Golden State Paint Company (562) 531-1074
- **Public Works Department:** (323) 563-5793

Tweedy Mile Business Association

The Tweedy Mile Association is a non-profit organization that provides its members with marketing, promotional support and district revitalization planning, advocacy, and organization.

3517 Tweedy Blvd. Ste. C
South Gate, CA 90280
Phone: (323) 566-7185

CITY OF SOUTH GATE DEPARTMENT DIRECTORY

Administration Department, South Gate City Hall, 8650 California Ave., South Gate, CA 90280.

The City Administration Department implements official policies of the Mayor and City Council by coordinating City services. The South Gate City Council meets on the 2nd and 4th Tuesday of each month at 6:30 p.m. in the Council Chambers of City Hall, 8650 California Ave., South Gate. The City Council consists of five persons elected by the residents of South Gate. The City Council members serve a four year term and establish the governing policies and procedures for the city. The Mayor is selected annually on a rotating basis from among the City Council members.

Hours: Monday - Thursday 7:00 am - 6:00 pm
Phone: (323) 563-9501

Community Development Department, South Gate City Hall, 8650 California Ave., South Gate, CA 90280.

The Community Development Department consists of three divisions: Planning, Building and Safety and the Housing Authority. The department implements a variety of programs to assist in the development of the City's economic future and to promote a better quality of life. These programs include revitalization of targeted areas, retaining and attracting businesses to the City, creating new residential opportunities and revitalization of neighborhoods.

Building & Safety Division

The Building and Safety Division administers and enforces all building codes and ordinances adopted by the City. This includes inspections, plan checking and permit processing for new construction.
Hours: Monday - Thursday 7:30 am - 5:30 pm
Phone: (323) 563-9563

Code Enforcement

The Code Enforcement staff responds to complaints of violations which includes building, zoning, signs, maintenance and regulations.
Hours: Monday - Thursday 7:00 am - 6:00 pm
Phone: (323) 563-9558
Hotline: (323) 563-9598

Economic Development/ Redevelopment Agency

The Economic Development/Redevelopment Agency offers services, programs, and incentives designed to help businesses grow and prosper in the City.
Hours: Monday - Thursday 7:00 am - 6:00 pm
Phone: (323) 563-9529

Home Improvement & First-Time Home Buyer Programs

The Home Improvement Program offers loans and grants to South Gate property owners to improve the exterior of their home. Income limits apply for property occupants.
Hours: Monday - Thursday 7:00 am - 6:00 pm
Phone: (323) 563-9528

Housing Authority Division

The Housing Authority Section 8 provides rental assistance for decent, affordable housing to low-income South Gate households. Housing Authority participants rent privately-owned residences from landlords in the city.
Hours: Monday - Thursday 7:00 am - 6:00 pm
Phone: (323) 563-9534

Planning Division

The Planning Division is responsible for processing applications for land development including environmental assessment, architectural review and sign permits.
Hours: Monday - Thursday 7:00 am - 6:00 pm
Phone: (323) 563-9562

CITY OF SOUTH GATE DEPARTMENT DIRECTORY

City Clerk Department, South Gate City Hall, 8650 California Ave., South Gate, CA 90280.

The City Clerk in South Gate is the official record keeper for the City and is responsible for maintaining all central and legal files, preparing City Council meeting agendas and minutes, conducting municipal elections and assisting the Los Angeles Registrar-Recorder with voter registration.

Hours: Monday - Thursday 7:00 am - 6:00 pm
Phone: (323) 563-9510

Finance Department, South Gate City Hall, 8650 California Ave., South Gate, CA 90280.

The Finance Department is responsible for the control of all the City financial activities. The Department is also responsible for the Water Division, Purchasing, Business License, Parking Permits and Citations.
Hours: Monday - Thursday 7:00 am - 5:30 pm

- Water Service & Billing Questions: (323) 563-9586
- Business License: (323) 563-9527
- To report a water leak or request a repair: (323) 563-5790

Parks and Recreation Department

The Parks and Recreation Department conducts recreation classes and programs to provide quality of life enrichment services to children, teens, seniors and families who live in the city.

Park Administration Office
4900 Southern Avenue
(one block West of Atlantic Avenue)
South Gate, CA 90280
Phone: (323) 563-5479
Hours: Monday - Thursday 7:00 a.m. - 5:00 p.m.

South Gate Girls Clubhouse
4940 Southern Avenue
South Gate, CA 90280
Phone: (323) 563-5447
Hours: Monday – Thursday 7:00 AM - 6:00 PM

South Gate Golf Course
9615 Pinehurst Avenue
South Gate, CA 90280
Phone: (323) 357-9613
Hours: Monday – Sunday 8:00 AM - Sundown
*Hours are subject to change without notice due to weather conditions

South Gate Senior Center
4855 Tweedy Blvd.
South Gate, CA 90280
Phone: (323) 357-9662
Hours: Monday – Friday 8:00 AM - 5:00 PM

South Gate Sports Center
9520 Hildreth Avenue
South Gate, CA 90280
Phone: (323) 563-5445
Hours: Monday – Friday 1:00 PM - 9:00 PM & Saturdays 12:00 PM - 4:45 PM

South Gate Swim Stadium
9520 Hildreth Avenue
South Gate, CA 90280
Phone: (323) 563-5446
*Please call for more information on swim session schedule

CITY OF SOUTH GATE DEPARTMENT DIRECTORY

Public Works Department, South Gate City Hall, 8650 California Ave., South Gate, CA 90280.

The Public Works Department operates the City's physical infrastructure and transportation systems. The department community services include the repair, rehabilitation and general upkeep of City streets, trees, sidewalks, and City owned structures.

Hours: Monday - Thursday 7:00 am - 6:00 pm
Phone: (323) 563-5657

- **Street Sweeping:** All public streets and alleys are swept weekly by our Public Works crews. For more information on street sweeping, call (323) 563-5795

- **Tree Maintenance:** Public Works provides tree trimming, removal, and planting of trees on public property at no cost. For more information, call (323) 563-5795. (323) 563-5795

- **Street Lighting & Traffic Signals**
  Public Works Electrical Division conducts repairs to all city street lights and traffic signals.
  For more information and to report outages, call (323) 563-5785

- **Graffiti Removal Program:** Please contact the Public Works Department at (323) 563-5785 for assistance. You may also call the 24-Hour Graffiti Hotline at (323) 563-5793 or (800) 430-8455.

South Gate Police Department, South Gate City Hall, 8620 California Ave., South Gate, CA 90280.

Phone: (323) 563-5400
EMERGENCY: 911

- Parking Enforcement: (323) 563-5436
- Abandoned Vehicles: (323) 563-5436
- Police Dispatch: (323) 563-5400
- Record Bureau: (323) 563-5401

Los Angeles Fire Department

Fire protection services are provided by the Los Angeles County Fire Department.

Fire Prevention Office - Area 6
3161 E. Imperial Hwy
Lynwood, CA 90262
Phone: (310) 603- 5258
Website: www.lacounty.gov

City Fire Stations:

- Fire Station #54
  4867 Southern Avenue
  South Gate, CA 90280
  (323) 567-8580

- Fire Station #57
  5720 Gardendale Avenue
  South Gate, CA 90280
  (562) 531-970