

ALL APPLICATIONS

_____ 1) Must be signed by Planning and Building Departments (Signature will be acquired by Finance Department for out of town businesses).

_____ 2) Must provide the following information:

- a. Name of Business
- b. Business Address
- c. Mailing Address
- d. Business Phone Number
- e. Ownership Status
- f. Name(s) of owners
- g. Driver's License Number
- h. Date of Birth
- i. Emergency Contact Name and Phone Number
- j. If retail sales will be conducted, state sales tax permit number.

***If ownership type is that of an individual or a partnership, you MUST provide social security number and may omit federal and state employer id numbers.**

****If ownership type is that of a corporation, you MUST provide federal and state employer identification numbers and may omit social security number.**

*****All contractors must provide their California Contractor's License Number.**

_____ 3) If the business is located in El Centro you must submit the Fire Supplemental Forms.

_____ 4) If the business is a home business you must submit the Planning Supplemental Forms.

_____ 5) If the business is a restaurant or food handling type of business, you must submit a copy of the health permit issued by the County of Imperial.

_____ 6) Application must be signed and dated.

ADDITIONAL REQUIREMENTS FOR CHANGE IN OWNERSHIP (NEW OWNERSHIP/NEW ACCOUNT)

_____ 1) Must submit proof of change in ownership such as escrow or contract documents.

ADDITIONAL REQUIREMENTS FOR CHANGE IN OWNERSHIP (ADDING OR REMOVING AN OWNER FROM EXISTING ACCOUNT)

_____ 1) If removing owner, must submit a written statement from the person being removed indicating that he/she wishes to be removed from the account.

_____ 2) If adding an owner, must submit a written statement signed by all current owners indicating that they wish to add a new owner.

ADDITIONAL REQUIREMENTS FOR CHANGE IN NAME

_____ 1) Must submit a copy of Fictitious Name filed with the County of Imperial.