CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT
BUSINESS LICENSE DIVISION
411 W. OCEAN BLVD, 2nd FLOOR
LONG BEACH, CA 90802
(562) 570-6211 | Fax (562) 499-1097
lbbiz@longbeach.gov

OUT OF BUSINESS NOTIFICATION FORM

Please complete this form if by the following definitions you are no longer operating a business in The City of Long Beach:

3.80.133 - Business.

As used in this chapter, "business" means all activities engaged in or caused to be engaged in within Long Beach, including any commercial or industrial enterprise, trade, profession, occupation, vocation, calling, or livelihood, including rental or lease of residential or nonresidential real estate and mobile-home parks, or independent contractors, whether or not carried on for gain or profit, but shall not include the services rendered by an employee to his employer.

3.80.210 - License and tax payment required.

There are hereby imposed upon the businesses, trades, professions, callings and occupations specified in this chapter license taxes in the amounts hereinafter prescribed. It shall be unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the city without first having procured a license from said city to do so and paying the tax hereinafter prescribed and without complying with any and all applicable provisions of this code, and every person conducting any such business in the city shall be required to obtain a business license hereunder.

3.80.425.1 - Evidence of doing business.

Whenever any person shall, by use of signs, circulars, cards or any other advertising media, including the use of telephone solicitation, hold himself out as, or represent that he is, doing business in the city, then these facts may be used as evidence that such person is doing business in the city.

I, _____ hereby certify that I am NOT doing business within the City of Long Beach. List all Alarm Permits and Business License accounts need to be closed.
(Print Full Name)

Business Name	Business Address Contact Phone Number	Business License Account Numbers	Date Business Closed
		1. 2. 3. 4.	

Select Reason for Closure:	
	Ceased all business activity – no longer conduct any business activity
	Sold business
	Sold real property
	Changed Ownership i.e. tax entity/incorporated
	Other - Specify

I declare, under penalty of perjury, that I am authorized to complete this application. To the best of my knowledge and belief, the provided information and statements are true and correct.

SIGNED: _____ DATE: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____ ADDITIONAL INVESTIGATION REQUIRED? **Y** **N**

INVESTIGATION COMPLETED? **Y** **N** FILE CLOSED ON: _____ INITIALS: _____

CITY OF LONG BEACH

Business License Tax and Fee Contact Directory

For more information or for questions about your account(s), please use the following directory:

Business License Account

Business License Division
LBBiz@longbeach.gov
(562) 570-6211
City Hall, Second Floor Permitting Desk
A representative is available Monday through Friday from 8:00 a.m. to 4:00 p.m. When calling during normal business hours, press Option 7 to speak with a staff member.

BizCare: Small Business Technical Assistance

Economic Development Department
4biz@longbeach.gov
(562) 570-4Biz (4249)
A representative is available Monday through Friday from 8:00 a.m. to 5:00 p.m. If calling after hours, please leave a voicemail and a representative will return your call. Support is available in Spanish and Khmer (additional language interpretation is available upon request).

Flexible Payment Plans

Commercial Services Bureau
FM-CityCollections@longbeach.gov
(562) 570-7600
City Hall, First Floor Lobby
A representative is available Monday through Friday from 7:30 a.m. to 4:30 p.m. When calling during normal business hours, press Option 5, then Option 3 to speak with a staff member.

Health Permit Account

Bureau of Environmental Health
environmentalhealth@longbeach.gov
(562) 570-4132
2525 Grand Ave, Rm. 220
A representative is available Monday through Friday from 7:30 a.m. to 5:00 p.m. When calling during normal business hours, press Option 4 to speak with a staff member.

Fire Permit Account

Fire Prevention Bureau
LBFDPermitInquiry@longbeach.gov
(562) 570-2563
3205 Lakewood Blvd.
A representative is available Monday through Friday from 7:30 a.m. to 4:30 p.m. If calling after hours, please leave a voicemail and a representative will return your call.