HOW TO APPLY FOR A BUSINESS LICENSE

You will need a ConnectLCF login to apply for a business license. Refer to the Login/Register Guide.

1. Login to ConnectLCF from the City’s homepage www.cityoflcf.org
2. Click on “Apply” and “Select Business License” for a list of applications.

   a. You may also apply using the top menu click on “APPLY DROP-DOWN:"

   UNDER BUSINESS LICENSES YOU MAY SELECT ANY OF THE MOST FREQUENTLY USED APPLICATIONS OR SELECT “ALL” FOR A LIST OF ALL BUSINESS LICENSES:

3. SELECT THE APPLICATION YOU WANT TO APPLY FOR

CONTINUE TO NEXT PAGE
4. YOU WILL SEE THE FOLLOWING PAGE WHERE YOU CAN ADD BUSINESS INFORMATION:

Select the “Company Type” from the dropdown menu then hit the plus sign to provide your business information.

5. Provide the business address using the plus sign:

CONTINUE TO NEXT PAGE
6. If this is a business type based in the City of La Canada Flintridge, use the search function.

Add Location

To search with a parcel number, click PARCEL.

Address  Parcel

Add Address As  Project Location

Search

Address Information

Search Search Addresses

7. If this is a business type based outside the City of La Canada Flintridge, use the Enter Manually button.

Click the “Add” button under the Action column to add your desired address.

CONTINUE TO NEXT PAGE
8. Provide Business Details and License Details:

<table>
<thead>
<tr>
<th>BUSINESS DETAILS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* Company Type</td>
<td>Corporation</td>
</tr>
<tr>
<td>* Company Name</td>
<td>test company</td>
</tr>
<tr>
<td>Business Description</td>
<td></td>
</tr>
<tr>
<td>DBA</td>
<td></td>
</tr>
<tr>
<td>* Location</td>
<td></td>
</tr>
<tr>
<td>TIN</td>
<td></td>
</tr>
<tr>
<td>TaxID</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LICENSE DETAILS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* License Type</td>
<td>Contractor based in City of La Canada</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

Click Next to Proceed to Step 3.

9. Provide Contact information. The system will automatically add you to the owner. You may add additional users to the case by selecting “Add Contact” and searching for them. **NOTE:** users must have a ConnectLCF login to be added to a record.

CONTINUE TO NEXT PAGE
10. Click “Next” to proceed with Step 4, where you will provide more details about the type of license applying for. Please go through the application and provide the necessary information. Information boxes in Red are required, but there may be other fields that relate to your license.

*Also, review the acknowledgment page carefully before proceeding.*

11. Click “Next” to proceed to Step 5, where you can upload the required submittals. Review the Required Submittals for the list of documents needed for your application.

*In many of the cases, there are no required attachments.*

12. Click Next to proceed with Step 6, where you can review your application, including documents attached before submitting it. Once ready, click “Submit” at the bottom right-hand side of the page:

13. Your application is now submitted, please use the “Add Cart” button on the right to pay for the applicable invoice. The City will review your request and process your license. As updates are made to your case, the case status will change, keeping you informed of the process.