

# CONNECTLCF

## 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.

Application Assistant

Search for application names and keywords

[All](#) [Trending](#) [My History](#) **[BUSINESS LICENSE](#)** [PERMITS](#) [PLANS](#)

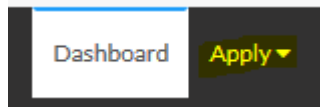
[Show Categories](#) [Show My Templates](#)

Contractor based in City of La Canada Flintridge

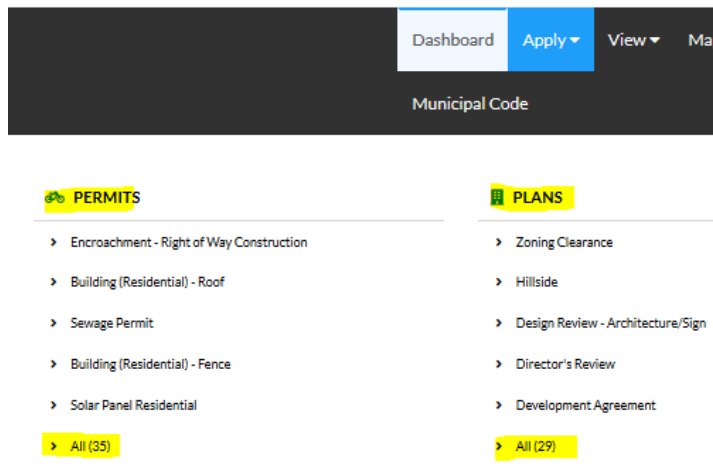
Category Name: Description:

Business License [Apply](#)

- 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



VISIT THE CONNECTLCF PORTAL →

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

Apply for License - Contractor based in City of La Canada Flintridge \*REQUIRED

Select or create the business for this application

Select Company Type ▼

Create New Business During Application

+

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:

Apply for License - Contractor based in City of La Canada Flintridge \*REQUIRED

1 — 2 — 3 — 4 — 5 — 6

Locations — Type — Contacts — More Info — Attachments — Review and Submit

**LOCATIONS**

Provide your business location.

Location ▼

Add Location

+

REQUIRED

CONTINUE TO NEXT PAGE



- 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**

Add Address As

Type the address. PLEASE:  
only include street number and  
first three letters of the street name

## Address Information

Search

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

[\\*Back to Application](#)  
Add Location

Add Address As

Address Information

Search

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

CONTINUE TO NEXT PAGE



## 8. Provide Business Details and License Details:

**BUSINESS DETAILS**

Provide as much information as possible.

\* Company Type: Corporation

\* Company Name: test company

Business Description: [Text Area]

DBA: [Text Field]

\* Location: [Dropdown]

TIN: [Text Field]

Tax ID: [Text Field]

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**LICENSE DETAILS**

\* License Type: Contractor based in City of La Canada

Description: [Text Area]

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.**

Apply for Plan - Zoning Clearance

Locations  Type  Contact

**CONTACTS**

Applicant: Test User (You)  
123 Fake Street, La Canada Flintridge, CA, .

Applicant: [Dropdown]

Add Contact

CONTINUE TO NEXT PAGE



# CONNECTLCF

- 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.

Progress: Locations (✓) | Type (✓) | Contacts (✓) | **More Info (4)** | Attachments (5) | Review and Submit (6)

**MORE INFO**  
Please provide as much information as possible. Red fields are required fields. PLEASE READ THE ACKNOWLEDGMENTS CAREFULLY.

**General Information** [Next Section | Top | Main Menu](#)

Standard Industrial Classification Code

**Contractor License Type (Select One)** [Previous Section | Next Section | Top | Main Menu](#)

\*Construction Type    
Construction Type is required.

**Vehicle Information** [Previous Section | Next Section | Top | Main Menu](#)

Per Municipal Code 6.20.050, a vehicle sticker issued by the City for each vehicle used by the licensee in the conduct of their business within the city limits of the city of La Cañada Flintridge shall be required annually.

City will mail you the vehicle decal once a business license is issued.

Provide the number of vehicles which will be used within City of La Canada Flintridge. Per XXXX all vehicles must have a vehicle decal from the City.

\*Number of Vehicles

City will mail you the vehicle decal once a business license is issued.

**Alarm Company (Optional)** [Previous Section | Top | Main Menu](#)

Alarm Company Name

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

- 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.\***
- Click Next to proceed with Step 6, where you can review your application, including documents attached before submitting it. Once ready, click “Submit” at

Save Draft

Submit

the bottom right-hand side of the page:

- 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.



VISIT THE CONNECTLCF PORTAL →