

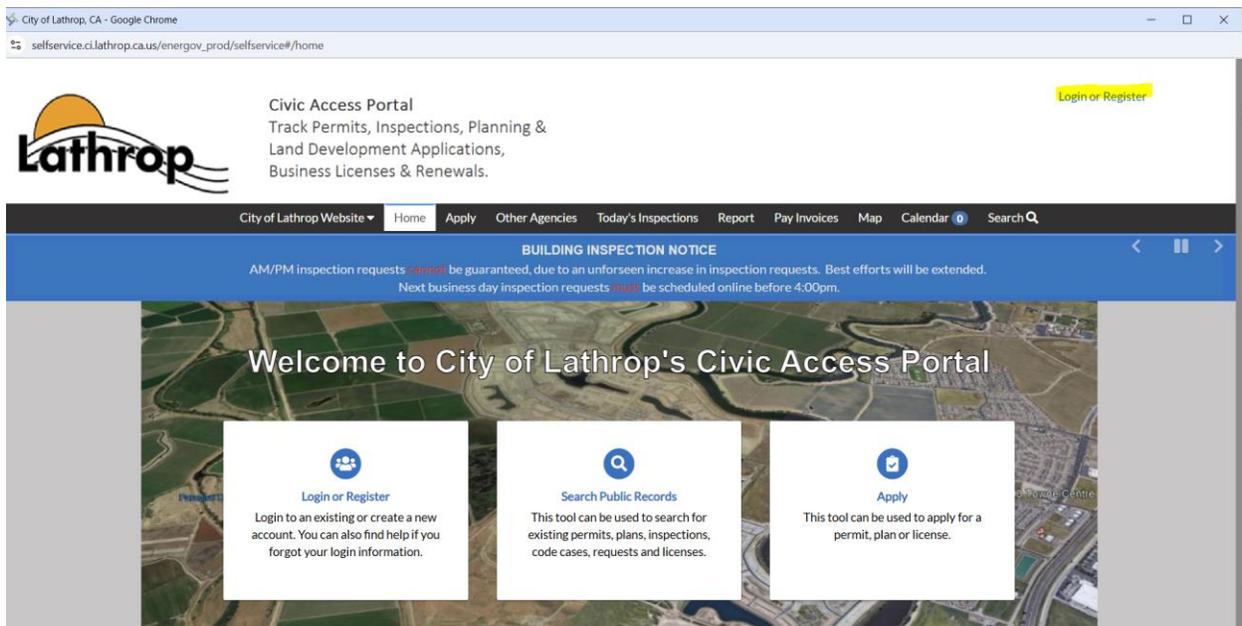
Applying/Renewing Business License

Visit the City of Lathrop Website at <https://www.ci.lathrop.ca.us/> :

Click on Departments -> Finance -> Business License & Tax -> Business License application

This will open a new window (be sure to have your pop-up block off)

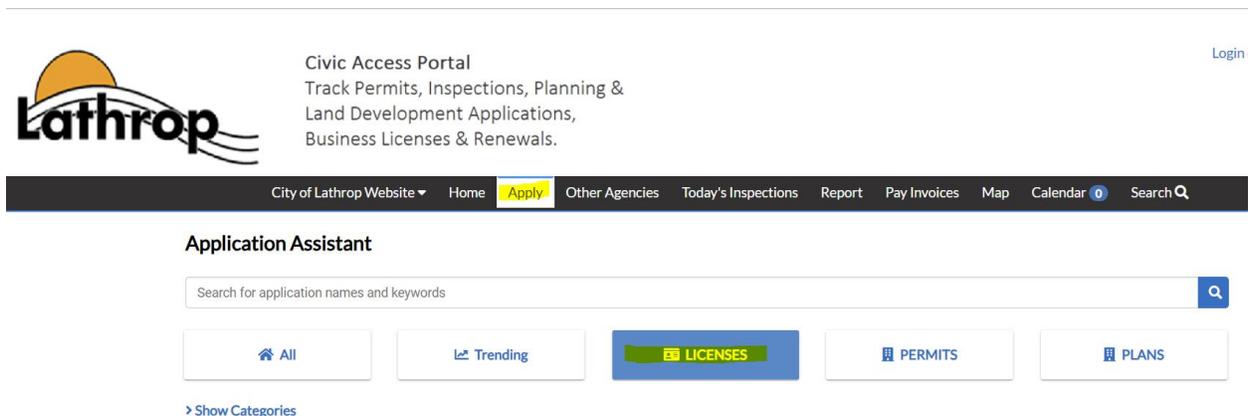
Step 1: Log in to the Civic Access Portal



The screenshot shows the City of Lathrop Civic Access Portal homepage. At the top left is the Lathrop logo. To its right, the text reads: "Civic Access Portal Track Permits, Inspections, Planning & Land Development Applications, Business Licenses & Renewals." A "Login or Register" button is highlighted in yellow in the top right corner. Below the header is a navigation menu with items: "City of Lathrop Website", "Home", "Apply", "Other Agencies", "Today's Inspections", "Report", "Pay Invoices", "Map", "Calendar", and "Search". A blue banner below the menu contains a "BUILDING INSPECTION NOTICE" and text: "AM/PM inspection requests **cannot** be guaranteed, due to an unforeseen increase in inspection requests. Best efforts will be extended. Next business day inspection requests **must** be scheduled online before 4:00pm." The main content area features a large aerial image with the text "Welcome to City of Lathrop's Civic Access Portal" overlaid. Below this are three white boxes with icons and text: "Login or Register" (with a person icon), "Search Public Records" (with a magnifying glass icon), and "Apply" (with a document icon).

*If you do not have a login, you will need to register a new profile by creating a new account. See link: [Register for an Account](#)

Step 2: Select Apply and filter to Licenses



The screenshot shows the "Application Assistant" page on the City of Lathrop Civic Access Portal. At the top left is the Lathrop logo. To its right, the text reads: "Civic Access Portal Track Permits, Inspections, Planning & Land Development Applications, Business Licenses & Renewals." A "Login" link is in the top right corner. Below the header is a navigation menu with items: "City of Lathrop Website", "Home", "Apply", "Other Agencies", "Today's Inspections", "Report", "Pay Invoices", "Map", "Calendar", and "Search". The "Apply" button is highlighted in yellow. Below the menu is a search bar with the placeholder text "Search for application names and keywords" and a search icon. Below the search bar are five filter buttons: "All", "Trending", "LICENSES", "PERMITS", and "PLANS". The "LICENSES" button is highlighted in blue. Below the filter buttons is a link: "> Show Categories".

Step 3: Select the applicable license to your business

Example: Home based business in Lathrop providing professional services would be:
Professional & Personal Services, including Arts & Crafts – Residential in Lathrop.

	Professional & Personal Services, including Arts & Crafts - Residential in Lathrop	Apply
Category Name: Lathrop Business	Description: Home-Based Residential Businesses located within the City limits for Professional & Personal Services, including Arts & Crafts	

Example: Physical business location is outside of Lathrop that is a contractor/sub-contractor would be: **Outside of Lathrop – Contractors and Sub-contractors**

	Outside of Lathrop - Contractors and Sub-Contractors	Apply
Category Name: Non-Lathrop Business	Description: Businesses located outside of Lathrop for Contractors and Sub-Contractors	

Example: Commercial business doing business in a building inside of Lathrop (Jack in the Box) would be: **Realtors, Misc. Business Retailing, Printing, Publishing – Commercial Location in Lathrop**

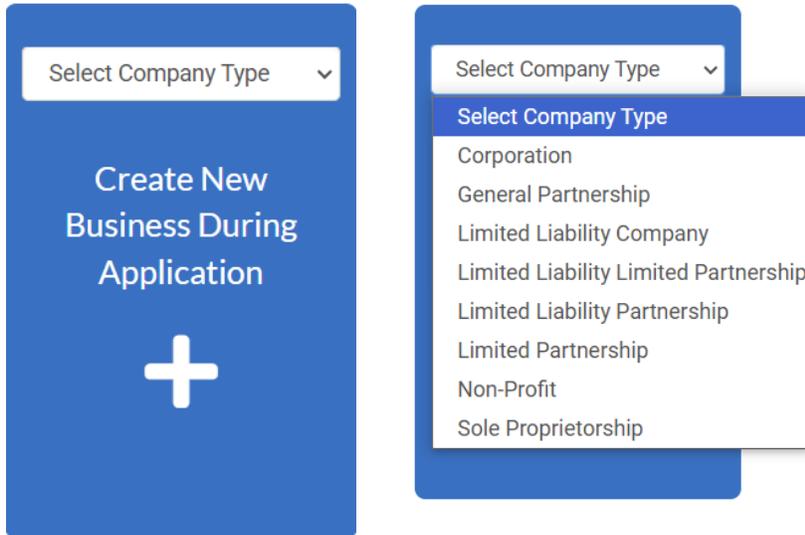
	Realtors, Misc Business Retailing, Printing, Publishing - Commercial Location in Lathrop	Apply
Category Name: Lathrop Business	Description: Businesses located in a Commercial Building within the City limits for Realtors, Misc Business Retailing, Printing, Publishing	

****Please review the template that you are applying for, we are not able to make changes to the type of business or location. If the incorrect application is submitted, you may be asked to resubmit the application with the correct template.**

Step 4: Select Type of Business Setup (Corporation, LLC, Sole Proprietorship)

Click on the + and Select the type of business

Select or create the business for this application



Step 5: Complete the Application information

Click on the + to add the location of the physical business location.

LOCATIONS

Location refers to the physical address of the business.

Location

Add Location

+

REQUIRED

Create Template Save Draft Next

Click on Enter Manually to input the address of the **Physical Business Location**.

SEARCH ENTER MANUALLY

Address & Parcel Search

Use current location

Enter Manually the Physical Business Location

Step 6: Complete the Business Information (Details)**Important*** - Estimate Receipts are the Gross Earnings within the City limits for the calendar year. Click Next.

BUSINESS DETAILS

"A business license is required of all home-based and commercial businesses, mobile food vendors, and solicitors.

To obtain a business license, please submit a completed Business License Application along with payment for the license tax fee, as shown on the Business License Tax Schedule.

All business licenses expire on December 31st. Courtesy renewal notices are mailed in November and are due no later than the 15th of February to avoid penalties."

*Estimated Receipts should be the gross receipts estimated for that year inside the city of Lathrop

* Company Type	<input type="text" value="Corporation"/>
* Company Name	<input type="text"/>
Business Description	<input type="text"/>
DBA	<input type="text"/>
* Location	<input type="text"/>
TIN	<input type="text"/>
Tax ID	<input type="text"/>

LICENSE DETAILS

* License Type	<input type="text" value="Outside of Lathrop - Contractors and"/>
* Description	<input type="text"/>
Estimated Receipts	<input type="text"/>

Back

Create Template

Save Draft

Next

Step 7: Complete Contact Information – Click on + on Owner/President/CEO

The City of Lathrop requires the Owner/President/CEO to be listed as a contact. If you are the applicant and owner, you are able to add your name to the contact. When City staff reviews the application, we will merge the information into a single contact.

Note: You are not able to use the same email address as your login and it can be bypassed with an alternate contact (i.e. business phone number).

CONTACTS

Please provide business owner name/ contact info. In addition, if there is a primary contact, other than business owner, sometimes a Branch Manager, Office Manager, etc., please include them as well.

The screenshot displays three contact management panels. The first panel, titled 'Applicant', shows a profile for 'Roopale Popal (You)' with the address '390 Towne Centre Dr, Lathrop, CA, 95330'. The second panel, titled 'Owner/President/CE', features a white circle icon, the text 'Add Contact', and a white plus sign, with a yellow 'REQUIRED' label at the bottom. The third panel, titled 'Add Contact', has a dropdown menu set to 'Applicant', the text 'Add Contact', and a white plus sign.

Back

Create Template

Save Draft

Next

Click Next when all contacts have been added.

Step 8: Complete the Acknowledgements. Please note depending on the type of application is submitted the questions may differ than the picture below.

MORE INFO

"Important Information from the State of California:

Businesses, and consumers, are required to pay California use tax on certain purchases made from a retailer outside California. Please visit the California Department of Tax and Fee Administration's website to learn more about Use Tax."

No Additional Info required, please click Next

[Next Section](#) | [Top](#) | [Main Menu](#)

Business Information

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

*Estimated Gross Receipts

Acknowledgments

[Previous Section](#) | [Top](#) | [Main Menu](#)

*Does business involve sale of second hand property

Does business involve coin-operated machines of any type?

Does business involve sale of firearms, including gunpowder?

*Does business involve sale of cannabis or alcohol?

List of merchandise for sale:

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)

Step 9: Attachments

Click on + to upload the required documents.

Attachments

Upload any applicable attachments related to the business such as Environmental Health Certificate, Seller's Permit, State Contractor's License, etc. PDF Only

Depending on the business there are required documents that must be uploaded in the attachments section.

Step 10: Signature Page

SIGNATURE

"NOTICE: All businesses conducting business in the City of Lathrop ("City") are required to obtain a City business license, even temporary businesses. Business licenses issued by the City shall be issued for revenue purposes only. This business license does not grant authorization to occupy any space, building, premises or property that requires modifications, additional approvals, or permits. It is the responsibility of the business license applicant to identify and obtain all special permits and approvals required by federal, state, county, or local regulations. This includes, complying with all building and zoning regulations and ordinances. Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public.

You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/home.aspx.

The Department of Rehabilitation at www.dor.ca.gov.

The California Commission on Disability Access at www.cdda.ca.gov.

Failure to do so may invalidate your right to do business in the City, and in addition, may subject you to penalties and legal sanctions.

A business license is NON-TRANSFERABLE to a new owner, new type of business activity, or location. A business license must be renewed annually, whether or not a renewal notice is received.

By signing below, I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct. I acknowledge it is my responsibility to obtain all special permits or approvals prior to occupying a space, building, or property. I understand that once this application is submitted, the application fee and the State mandated fee are non-refundable, and that certain information provided is public record. "

* Please type your name as consent to electronically sign this application.

Enable Type Signature

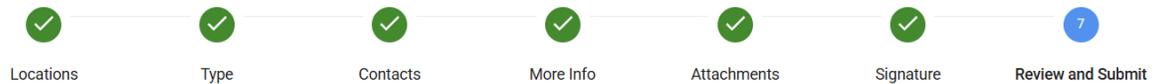
Roopale Popal
January, 15 2025

X Draw Signature Here

Clear

Step 11: Review and Submit

This page will allow you to make any changes to the application before submitting for review.



Submit

Congratulations – you have submitted your business license application.

Next Steps includes:

- City staff to review and invoice the license application.
- Pay Invoice by going to the “Dashboard”
- When the payment is confirmed the license is issued for the current calendar year.
- You can access the license by accessing the “Dashboard” and scroll down to “My Licenses”