

Business License Frequently Asked Questions

Who needs a City of Lathrop Business License?

- Any person, but not limited to, an individual, partnership, corporation or sole proprietor, or entity who wishes to conduct either directly or indirectly, any business in the City of Lathrop, must secure a business license from the City of Lathrop. A license is needed whether the business is headquartered here in a commercial location, out of a home office, or headquartered outside of the City, but coming into our City to conduct business. The City ordinance states that it is unlawful for any person to commence, transact, engage in, or carry on any business in the City without first having obtained a valid license and paid the license fee.

How do I get started?

- You may contact our office to discuss the details of your particular business operation, inquire about city zoning requirements for your type of business and its planned location. This information can be obtained from the [Planning Department](#) at (209) 941-7290.
- Prior to signing any lease or purchase of properties intended for business, it is important to discuss your plans with a City staff member to determine zoning designations and building requirements. Please contact our [Community Development Department](#) at (209) 941-7260 for more information.
- The City of Lathrop [Economic Development Department](#) assists business & economic activity in the City. They work to retain and expand existing businesses, to attract new businesses and to promote development and redevelopment in accordance with the City's Master Plan. For more information about this, please contact the [Economic Development Department](#) at City Hall or by phone at (209) 941-7200.

What applications are required from the City?

- If business is conducted from a commercially zoned location within Lathrop city limits, you will first need to meet Building and Fire regulations. Contact the [Building Department](#) at (209) 941-7270 and the [Lathrop-Manteca Fire District](#) at (209) 858-2331 for more information. Prior to submitting a business license application, a certificate of occupancy must be obtained through the Building Department (209) 941-7270. Once in progress you may submit a [Business License Application/Tax Schedule](#).

- If you have a business that prepares or sells food (*such as a catering truck*) and are mobile or *certain* solicitors for profit, you will need to submit a [Motorized Food Wagon Business License Application](#) including [Live Scan Service Application](#) (fingerprinting). Certain restrictions apply for these types of businesses. Please contact [Code Compliance](#) at (209) 941-7280 for any questions about this type of application.
- If business is conducted from an area within the Lathrop city limits, but the office is located **outside** of Lathrop, you will need a [Business License Application/Tax Schedule](#).
- If business is conducted from a **residence within** Lathrop city limits, the City Permits under certain conditions, the operation of a home based business in accordance with State Law and the zoning code. Please see [Home Occupation Permit Instructions and Application](#). Please note that starting a business from home requires a number of permits and/or licenses from various Government Agencies, including the City of Lathrop. The City will require you to obtain a business license, as well as a home occupation permit.

How do I get a Business License and how long does it take?

1. Choose the correct application(s) based on the business location (see above).
 2. Please read the information provided before completing the application(s) on the Finance website. (see [How to apply for a Business License](#))
 3. Select the correct application(s) template accessing the link from the **Finance -> Business License Tax** webpage.
 4. Please ensure all information is completed including the correct gross receipts generated within the City limits for the calendar year.
- After the application is processed and approved, the Business License will be available to print from the applicant's dashboard. This process takes between 10-14 business days.
 - Should you have questions on the business license application processing or payment fee, please call the [Finance Department](#) at (209) 941-7320.

Are there any other requirements?

Businesses permanently located within Lathrop city limits must meet Building and Fire regulations. Contact the [Building Department](#) at (209) 941-7270 and the [Lathrop-Manteca Fire District](#) at (209) 858-2331 for more information.

What if I have a change in business license information?

- **Change of Ownership**

Business licenses are not transferable. A new certificate of occupancy must be obtained once the ownership change has taken place. Applicable fees may apply. Please contact the [Building Department](#) at (209) 941-7270. In addition, a new license application and license fee are required for any change of ownership.

- **Mailing Address Changes**

Please notify the [Finance Department](#) in writing of any change in the mailing address by emailing billing@ci.lathrop.ca.us.

- **Location Changes**

A new certificate of occupancy must be obtained if the business location is changing. Please contact the [Building Department](#) at (209) 941-7270. Applicable fees may apply. In addition, a new license application and fees may apply.

- **Name Changes**

Please notify the [Finance Department](#) in writing of a business name change. There is a \$5.00 fee. A new business license application is also required.

- **Closing a Business**

Please notify the [Finance Department](#) in writing within 30 days (if possible) of the business closure.

**City of Lathrop
Finance Department
390 Towne Centre Drive
Lathrop, CA 95330**

(209) 941-7320 Customer Service
Email: Billing@ci.lathrop.ca.us