

City of Hermosa Beach

PROPOSED MODIFICATIONS TO STREAMLINE BUSINESS LICENSE APPLICATION PROCEDURES



December 9, 2025

Background

- Interdepartmental review identified opportunities to modernize and clarify Business License Application processes
- Business licensing regulated under HBMC Chapter 5.04 and 17.08.020
- Amendments to HBMC 17.08.020(D) to simplify and expedite business licensing



Purpose of Proposed Amendments

- Modernize application requirements and reduce unnecessary steps to expedite approval.
- Improved customer service, reduced processing time, and increased consistency.
- Supports City Council goals for efficiency and a business-friendly community.
- Implement Updated Forms as attachments (#2, 4, & 6) in the staff report.



Proposed Amendments to HBMC 17.08.020 (D)

1. Combine subsections (1) & (2):

- Allows use of one room for home occupation, including storage

2. Update subsection (7):

- Changes department name to “Community Development Department”

3. Update subsection (11):

- Changes title to “Community Development Director”

4. Delete subsection (17):

- Removes requirement for physical inspections
- Aligns with regional best practices; reduces delays



Business License Documentation Requirement - HBMC Chapter 5.04.200

- Applicants paying license tax based on gross receipts will be required to submit documentation.
- Aligns with best practices used by neighboring cities.
- Acceptable documentation includes:
 - Schedule C
 - Income Statement
 - Profit & Loss Statement
 - Financial Statement
 - Ledger Sheet
 - Taxpayer Declaration



Next Steps

- Direct staff to forward the proposed amendments for the Hermosa Beach Planning Commission to review and hold a public meeting on said changes.



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