

**Reminder: Renew your business or apartment licenses the month of January to avoid late charges. For questions, please contact the Finance Department at (323) 562-5700.**

**Recordatorio: Renueve su licencia de negocio o apartamentos en el mes de Enero para evitar cargos por retraso. Para preguntas, por favor, póngase en contacto con el Departamento de Finanzas al (323) 562-5700.**

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**Apartment License Ordinance and Delinquent License Ordinance**

City of Maywood Apartment License is a license fee that must be paid by any resident who rents, leases, or collects funds from any separate dwelling on private property in the City of Maywood. The fees are as follows:

**\$5** per unit for two (2) to five (5) units

**\$10** per unit for more than 5 units

**License Fees** are due **January 1** of every calendar year, and expire **December 31** of the same year.

**Delinquent** penalties are as follows:

**February 1: Twenty (20%) percent penalties per unit.**

**March 1:Thirty-five (35%) percent penalties per unit.**

**APARTMENT LICENSE APPLICATION:** [Business License Application.pdf](#)

**Apartment License Ordinance:**

### **3-1.206 APARTMENT HOUSES**

Every person conducting, managing, or carrying on any apartment house having two (2) to five (5) apartments shall pay an annual license tax in the amount of Five and no/100ths (\$5.00) Dollars for each apartment in excess of an owner-occupied unit. Any apartment house having six (6) or more apartments shall pay an annual license tax in the amount of Ten and no/100ths (\$10.00) Dollars for each apartment in excess of an owner-occupied unit. For the purpose of this section, an apartment is also considered to be a separate dwelling unit on the same parcel or lot as other separate dwelling units. (§ 1, Ord. 78-171, eff. June 27, 1978)

□ **Delinquent License Fee:**

### **3-1.113 License tax: Delinquencies: Penalties.**

In the event any annual license tax provided for in this chapter remains unpaid for a period of thirty (30) days after the same becomes due and payable pursuant to the provisions of this article, the same shall be declared delinquent, and the License Collector shall thereupon add such license and collect a penalty of twenty (20%) percent of the license so delinquent, and, if such license is not paid within sixty (60) days from the time such license becomes due and payable, an additional penalty of fifteen (15%) percent of such license shall be added to such license. In computing such thirty (30) and sixty (60) day periods, the day upon which such

license tax becomes due and payable shall be included in the computation; provided, however, as to any person not having a fixed place of business in the City, and first engaging in business in the City, whether the license is due on an annual or daily basis, the license tax shall be due and payable before engaging business, and, if not so, paid, a penalty of thirty-five (35%) percent of such license shall be added to such license tax. The penalties provided in this section shall be in addition to all other fines and/or penalties which may otherwise be levied or assessed pursuant to the provisions of this chapter. (§ 5-b, Ord. 274. as amended by § 7, Ord. 316, and § 1, Ord. 402)

**3-1.116 License tax exemptions: Council decision: Appeals.**

In all cases of doubt as to any applicant being entitled to an exemption from any license tax or from the application of any of the provisions of this chapter, the burden of establishing the right of such exemption shall be upon the applicant. All applications for an exemption in such cases shall be referred to the Council which shall consider and act upon the same and grant or refuse such exemption as in the use of its discretion it shall deem just. In the event the Council refuses an exemption, the applicant therefore shall be entitled to a hearing before the Council upon a request therefore, at which time the Council shall review the matter. (§ 3-d, Ord. 274)

**3-1.125 Violations of provisions.**

Engaging in business without first having procured a license from the city so to do, or without complying with any and all of the regulations for such business as contained in this chapter, shall be deemed a separate violation of the provisions of this chapter for each and every day such business is carried on. (§ 2-a, Ord. 274)

*NOTE: The City of Maywood reserves the right to collect up to five years in delinquent license fees per State of California "statute of limitations."*