



INGLEWOOD

ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

Christopher E. Jackson, Sr., Director

INGLEWOOD BUSINESS CERTIFICATION PROGRAM

Inglewood Business Certification (IBC) promotes the utilization and participation of businesses established in the City with respect to contracting opportunities in Inglewood. Specifically, Inglewood Certified Businesses benefit from exposure to organizations who seek local business participation.

Initial certification expires two years from the date of application approval. Businesses must be re-certified no more than 30 days following their expiration date to ensure continued Inglewood Business Certification status. The main requirements for Certification and the application process are summarized below:

REQUIREMENTS:

Primary Place of Business: Inglewood Business Certification is available only to businesses whose primary place of business is a fixed location in Inglewood at which the business conducts, on a regular basis, all of the services for which certification is sought, other than work required to be performed at a job site. The business must be able to demonstrate that the majority of its employees are based in Inglewood. The business cannot be owned or controlled in part or in whole by a full time employee of the City of Inglewood.

Licenses, Certifications and Skills: Business owners must individually and collectively possess the licenses, certifications, skills and/or training required for the type of business they seek to have certified.

Home Offices: A residence may qualify as a home office only if: (a) the persons who own or control the business do not also maintain an office outside the residence, and (b) the persons who own or control the business claimed a business deduction on the prior year's income tax return or, for businesses started after the last tax return, would qualify for a deduction on the next tax return.

Exception for Suppliers: Suppliers are required to maintain a fixed office in Inglewood. However, that office need not be the suppliers' primary place of business. Suppliers must maintain a warehouse in Inglewood that is continuously stocked with inventory consistent with their certification.

Business License: The business must possess a current Inglewood Business License. The license must have been issued at least six months prior to the time of Certification.

Economic Thresholds: Inglewood Certified Businesses are grouped according to total gross receipts for the past three (3) years into the following four categories: 1) Less than \$1,000,000, 2) \$1,000,001 to \$5,000,000, 3) 5,000,001 to \$10,000,000, and 4) \$10,000,001 or more.

APPLICATION PROCESS:

1. Download the Inglewood Business Certification Application from the City of Inglewood, Economic Development homepage: <https://www.cityofinglewood.org/1269/Economic-Development>
2. Complete the Business Certification Application which is fillable in MSWord.
3. Scan and combine the application and all required supporting documents into a single PDF file in the following name format: IBC[Business Name][Application Date] **Example:** IBCjoneslandscaping2020.pdf
4. Email the file to sgarrett@cityofinglewood.org. **NOTE:** Only electronic submissions will be accepted.
5. Allow ten business days for notification of your application approval. Once approved, your certification will be added 1) to the City of Inglewood Certified Business list which is posted outside the Economic and Community Development Department's office, and 2) on the City of Inglewood Economic and Community Development webpage.