



# CITY OF KING CITY

212 South Vanderhurst Avenue, King City, CA 93930  
(831) 385-3281 • Fax (831) 385-6887

## BUSINESS TAX CERTIFICATE APPLICATION

Please Check One

- New Application
- Change of Owner
- Change of Address
- Change of Business Name
- Home Occupation

<p><b>Business Name</b> _____</p> <p><b>Business Location</b> _____ (Suite No.) _____ (Not P.O. Box) City _____ State _____ Zip _____</p> <p><b>Mailing Address</b> _____ (If Different) City _____ State _____ Zip _____</p> <p>Bus. Phone _____ Bus. Fax _____</p> <p><b>Email Address</b> _____</p> <p>SIC Code _____ Rate Type _____ Business Type _____</p> <p>State Lic. No. _____ Resale No. _____</p> <p>License Type _____ Federal ID No. _____</p> <p>Expiration Date _____ State ID No. _____</p>	<p style="text-align: center; font-weight: bold;">OFFICIAL USE ONLY</p> <p><b>BUSINESS LICENSE NO.</b> _____</p> <p><b>ACCOUNT NO.</b> _____</p> <p><b>EXPIRATION DATE</b> _____</p> <p><b>LICENSE FEE \$</b> _____</p> <p><b>DATE PAID</b> _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Charge</p> <p><b>CHECK/CARD NO.</b> _____</p> <p style="text-align: center; font-weight: bold;">License Reviewed &amp; Approved By:</p> <p>Bus. Lic. Dept. _____ / _____</p> <p>Zoning Dept. _____ / _____</p> <p>Fire Dept. _____ / _____</p> <p>Health Dept. _____ / _____</p> <p>Police Dept. _____ / _____</p>
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<b>Start Date:</b> _____	<b>Description of Business</b> _____
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**ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS - USE ADDITIONAL SHEETS AS NECESSARY**

**Ownership**  Corporation  Limited Liability Corp.  Partnership  Ltd Partnership  Sole Proprietor  Trust  Non Profit

**Owner Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Social Security No.** \_\_\_\_\_ **Driver Lic. No.** \_\_\_\_\_ **Cell Phone ( )** \_\_\_\_\_

**Owner Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Social Security No.** \_\_\_\_\_ **Driver Lic. No.** \_\_\_\_\_ **Cell Phone ( )** \_\_\_\_\_

**ENTER BELOW EMERGENCY CONTACT INFORMATION**

**Name** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_

**Address** \_\_\_\_\_ **Cell Phone ( )** \_\_\_\_\_

**ENTER BELOW ALARM COMPANY INFORMATION (IF APPLICABLE)**

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_

**Address** \_\_\_\_\_

**BUSINESS CLASSIFICATION - Please check one and enter the number of employees, professionals, brokers, units, rooms, rental spaces, machines (all that apply), amount of estimated gross receipts and fee in boxes below:**

- Sec. 5.24.020 Retail Sales
- Sec. 5.24.030 Manufacturing - Process
- Sec. 5.24.040 Businesses-Professions Enumerated
- Sec. 5.24.050 Real Estate Brokers-Agents
- Sec. 5.24.060 Outdoor Advertising
- Sec. 5.24.070 Advertising on Vehicle
- Sec. 5.24.080 Cards-Dancing Devices
- Sec. 5.24.090 Circus-Menageries-Tent Shows-Theatricals
- Sec. 5.24.095 Swap Meet-Flea Market
- Sec. 5.24.100 Auction Sales-Auctioneer-Auction House
- Sec. 5.24.110 Automobile-Truck-Greens or Card Sales
- Sec. 5.24.120 Bankrupt Sales-Fire Sales-Fees
- Sec. 5.24.130 Contractors
- Sec. 5.24.140 Christmas Trees-Greens or Card Sales
- Sec. 5.24.150 Hospital-Sanitarium-Rest Home-Nursing Home
- Sec. 5.24.160 Hotels-Motels Apartments-Rooming Houses
- Sec. 5.24.170 House Trailer-Mobile Home Park
- Sec. 5.24.180 Junk Dealers-Secondhand Dealers
- Sec. 5.24.190 Pawnbrokers
- Sec. 5.24.200 Public Utilities
- Sec. 5.24.210 Taxicabs
- Sec. 5.24.220 Transportation and Trucking Service
- Sec. 5.24.230 Vending Machines
- Sec. 5.24.240 Vending Machines-Exclusive Business
- Sec. 5.24.250 Itinerant Vendor License

<p>No of Employees <input style="width: 40px;" type="text"/></p> <p>No of Professionals or Brokers <input style="width: 40px;" type="text"/></p> <p>No of Units/Rooms or Rental Spaces <input style="width: 40px;" type="text"/></p> <p>No of Machines <input style="width: 40px;" type="text"/></p>	<p><b>ESTIMATED GROSS RECEIPTS</b> \$ <input style="width: 60px;" type="text"/></p> <p>State CASp Fee \$ <input style="width: 40px;" type="text"/> 4.00</p> <p><b>TOTAL FEES</b> \$ <input style="width: 60px;" type="text"/></p> <p style="text-align: right; font-size: small;"><i>Thank you for doing business in the City of King City!</i></p>
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**NOTE:** 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](http://www.dgs.ca.gov/dsa/Home.aspx); The Department of Rehabilitation at [www.rehab.ca.gov](http://www.rehab.ca.gov); The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

**NOTE:** Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization office.

I declare, under penalty of perjury, that to the best of my knowledge the information contained above is true and correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Return Entire Application to Address Above  
Make check payable to CITY OF KING**



# BUSINESS LICENSE FEE SUMMARY

212 South Vanderhust Avenue, King City, CA 95930 • (831) 385-3281 • FAX (831) 385-6887

24.010	Maximum	\$875
5.24.020	Retail Sales	\$75 (including owner/manager) + \$15 each next 5 employees + \$10 ea next 5 employees+\$6 each employee over 11
5.24.030	Manufacturing Processing & Wholesaling	<i>Same as Retail</i>
5.24.040	Businesses-Professions	\$94 1st professional+\$63 each add'l professional+\$13 each employee
6.24.050	Real Estate Brokers-Agents	\$94 1st broker+\$63 each add'l broker+\$11 each agent+\$13 each employee
5.24.060	Outdoor Advertising	\$125 per year
5.24.070	Advertising on Vehicles	\$13 per day or \$75 per year
5.24.080	Card Tables	\$219 1st table + \$94 2nd table + \$63 each additional table
	Amusement Game	\$94 per unit
	Pool Hall/Billiard Parlor	\$31 per table
	Skating Rink (ice or roller)	\$125 per year
	Juke Boxes, Music Playing	\$44 per machine
	Shooting Gallery	\$125 per year
	Public Dance Hall/Night Club	\$13 per day or \$125 per year
	Bowling Alley	\$94 1st lane + \$6 each additional lane
5.24.090	Circus Menageries-Tent Shows	\$250 1st day + \$125 each additional day
	Circus Parade (w/o circus license)	\$250
	Lecture, Theatrical Performance in a Tent	\$63 1st day + \$13 each additional day
	Lecture, Theatrical Performance in a Hall	\$13 each day
	Golf Course or Miniature Golf	\$125 per year
	Bicycle Course	\$125 per year
	Archery Range	\$125 per year
	Concert, Lecture, Motion Picture etc.	\$94 1st 1-500 seats, \$125 for over 500 seats
	Theatre or Drive-In Theatre	\$156 1st 1-500 seats, \$188 over 500 seats
	Riding Academy	\$75 per year
	Boxing, Wrestling Exhibition	\$94 per day or \$188 per quarter
	Arcade	\$188 1st day + \$125 each additional day
	Concession Rides for Children	\$94 per year
	Concession Rides for Adults	\$94 per year
	Rides for Adults	\$504 1st 20 spaces+ \$25 each additional space
5.24.095	Swap Meet/Flea Market	\$50 per day
5.24.100	Auctioneer-not a fixed place of business	\$94 per year
	Auction Sale - Auction Houses, fixed place of business	\$94 per year
	Farmer's Auction Yard	\$19 per automobile + \$19 per truck 1 ton or less + \$31 per truck over 1 ton + \$6 per trailer
5.24.110	Automobile-Truck-Trailer Rentals	
5.24.120	Bankrupt Sales-Fire Sales	\$63 per day
5.24.130	General Contractors	\$188 per year or \$63 per quarter
	Electrical, Plumbing, Painting Contractors	\$125 per year or \$38 per quarter
	Housing Moving, Grading, Paving, Wrecking,	
	Sewer, Pipeline, Trenching, Excavation Contractors	\$188 per year or \$63 per quarter
	Masonry, Glazier, Cement, Floor, Heating, Tile,	
	Plastering, Roofing, Sash, Sheet Metal, Lathing, Other	
	Subcontractor	\$94 per year or \$31 per quarter
5.24.120	Christmas Trees-Holly Berries, Cards or Other Seasonal Items	\$44 per season
5.24.150	Hospital-Sanitarium-Rest Home-Nursing Home, Asylum	\$44 per location + \$1 per bed
5.24.160	Hotels-Motels-Apartment Houses-Rooming Houses	\$56 per year 5-9 units, \$75 per year 10-19 units, \$94 per year 20-29 units \$113 per year 30-39 units, \$131 per year 40-49 units, \$169 per year 50-75 units \$206 per year over 75 units
5.24.170	House Trailer-Mobile Home Park	<i>Same as Hotels, Motels</i>
5.24.180	Junk Dealers, Secondhand Dealers fixed place of business	\$156 per year
	Junk Dealers, no fixed place of business	\$188 per year
	Auto Salvage, fixed place of business	\$188 per year
5.24.190	Pawnbrokers	\$188 per year
5.24.200	Public Utilities	\$188 per year
5.24.210	Taxicabs	<i>Same as manufacturing (except water utilities)</i>
5.24.220	Transportation and Trucking Services	\$94 per taxicab
5.24.230	Vending Machines	\$156 per year
5.24.240	Vending Machines - Exclusive Business	\$6 per machine
5.34.534	Itinerant Vendor License	\$13 per each \$1,000 in gross receipts \$125 per year + \$13 each additional agent

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

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:

DEPARTMENT OF  
GENERA SERVICES,  
Division of the State  
Architect, CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)  
[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)  
[www.rehab.cahwnet.gov/  
disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF  
GENERA SERVICES,  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)  
[www.cdda.ca.gov/resourc  
es-menu/](http://www.cdda.ca.gov/resources-menu/)

### CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

#### **Disabled Access Credit for Eligible Small Businesses**

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### **Architectural and Transportation Barrier Removal Deduction**

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

#### **California Capital Access Financing Program**

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcf/calcap/](http://www.treasurer.ca.gov/cpcf/calcap/).

### FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.bsc.ca.gov](http://www.bsc.ca.gov).

## REQUISITOS DE ACCESO PARA DISCAPACIDAD Y RECURSOS

### AVISO A LOS SOLICITANTES DE LICENCIAS COMERCIALES Y PERMISOS DE CONSTRUCCIÓN COMERCIAL:

Bajo las leyes federales y estatales, el cumplimiento de las leyes de acceso para discapacitados es una responsabilidad seria y significativa que se aplica a todos los propietarios e inquilinos de edificios de California con edificios abiertos al público. Puede obtener información sobre sus obligaciones legales y cómo cumplir con las leyes de acceso para discapacitados en las siguientes agencias:

DEPARTAMENTO DE  
SERVICIOS GENERALES,  
División del Arquitecto del  
Estado, Programa de  
Especialistas de Acceso  
Certificado (CASp. por sus  
siglas en ingles)

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTAMENTO DE  
REHABILITACIÓN  
Servicios de Acceso para  
Discapacitados

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.rehab.cahwnet.gov/](http://www.rehab.cahwnet.gov/)

[disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTAMENTO DE  
SERVICIOS GENERALES,  
Comisión de California Sobre  
el Acceso para  
Discapacitados

[www.cdda.ca.gov](http://www.cdda.ca.gov)

[www.cdda.ca.gov/resources-  
menu/](http://www.cdda.ca.gov/resources-menu/)

#### SERVICIOS DE INSPECCIÓN DE UN ESPECIALISTA EN ACCESO CERTIFICADO

El cumplimiento de las normas de accesibilidad estatales y federales relacionadas con la construcción garantiza que los lugares públicos sean accesibles y estén disponibles para personas con discapacidades. Ya sea que su empresa se mude a una instalación de nueva construcción o si está planeando una modificación de su instalación actual, al contratar los servicios de un Especialista de Acceso Certificado (CASp) al inicio de este proceso, se beneficiará de las ventajas de cumplimiento y bajo la Ley de Construcción. Ley de Cumplimiento de los Estándares de Accesibilidad Relacionados (CRASCA, Código Civil 55.51-55.545), también se benefician de las protecciones legales.

Aunque es posible que su nuevo edificio ya haya sido autorizado y aprobado por el departamento de construcción, es importante obtener servicios de inspección de CASp después de su mudanza, ya que se pueden crear barreras de acceso no deseadas e infracciones, por ejemplo, colocar sus muebles y equipos en las áreas que deben mantenerse libres de obstrucciones. Para las modificaciones planificadas, un CASp puede proporcionar una revisión del plan de sus planes de mejora y una evaluación de cumplimiento de acceso de las áreas de alojamiento público de sus instalaciones que pueden no formar parte de la modificación.

Un CASp es un profesional que ha sido certificado por el Estado de California para tener conocimientos especializados con respecto a la aplicabilidad de los estándares de accesibilidad. Los informes de inspección CASp preparados de acuerdo con CRASCA dan derecho a los propietarios de negocios e instalaciones a beneficios legales específicos, en el caso de que se presente una demanda de accesibilidad relacionada con la construcción en su contra.

Para encontrar un agente de CASp, visite  
[www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

(Emitido 12-28-18)

## REQUISITOS DE ACCESO PARA DISCAPACIDAD Y RECURSOS

### CRÉDITOS FISCALES DEL GOBIERNO, DEDUCCIONES FISCALES Y FINANCIACIÓN

Programas estatales y federales para ayudar a las empresas con el cumplimiento y gastos de acceso y están disponibles en:

#### Crédito de Acceso para Discapacitados para Pequeñas Empresas Elegibles

CRÉDITO TRIBUTARIO FEDERAL: la Sección 44 del Código de Ingresos Internos proporciona un crédito fiscal federal para pequeñas empresas que incurren en gastos con el propósito de brindar acceso a personas con discapacidades. Para obtener más información, consulte el Formulario 8826 del Servicio de Impuestos Internos (IRS por sus siglas en inglés): Crédito de Acceso para Discapacitados en [www.irs.gov](http://www.irs.gov).

CRÉDITO TRIBUTARIO DEL ESTADO: Los artículos 17053.42 y 23642 del Código de Ingresos e Impuestos otorgan un crédito fiscal estatal similar al Crédito de Acceso para Discapacitados federal, con excepciones. Para obtener más información, consulte el Formulario 3548 de la Junta de Impuestos de Franquicia (FTB): Crédito de Acceso para Discapacitados para Pequeñas Empresas Elegibles en [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### Deducción por Eliminación de Barreras Arquitectónicas y de Transporte

DEDUCCIÓN DE IMPUESTOS FEDERALES: la Sección 190 del Código de Ingresos Internos permite a las empresas de todos los tamaños reclamar una deducción anual por gastos calificados incurridos para eliminar las barreras físicas, estructurales y de transporte para las personas con discapacidades. Para obtener más información, consulte la Publicación 535 del IRS: Gastos de Negocio en [www.irs.gov](http://www.irs.gov).

#### Programa de Financiamiento de Acceso a Capital de California

OPCIÓN DE FINANCIAMIENTO DEL ESTADO: el Programa de Financiamiento de Acceso a Capital de California (CalCAP) para los Americanos con Discapacidades (CalCAP / ADA) ayuda a las pequeñas empresas a financiar los costos de alterar o modernizar las instalaciones existentes de pequeñas empresas para cumplir con los requisitos de la ADA federal. Aprenda más en [www.treasurer.ca.gov/cpcfca/calcap/](http://www.treasurer.ca.gov/cpcfca/calcap/).

### REQUISITOS LEGALES FEDERALES Y ESTATALES ACERCA DE LA ACCESIBILIDAD PARA PERSONAS CON DISCAPACIDADES

LEY DE AMERICANOS CON DISCAPACIDADES DE 1990 (ADA): La ADA es una ley federal de derechos civiles que prohíbe la discriminación contra personas con discapacidades y requiere que todas las instalaciones públicas y locales comerciales sean accesibles para personas con discapacidades. Aprenda más en [www.ada.gov](http://www.ada.gov).

CÓDIGO DE CONSTRUCCIÓN DE CALIFORNIA (CBC): El CBC contiene las disposiciones de accesibilidad relacionadas con la construcción que son las normas para la construcción compatible. El cumplimiento de una instalación se basa en la versión vigente del CBC en el momento de la construcción o alteración. Aprenda más en [www.bsc.ca.gov](http://www.bsc.ca.gov).



ZONING COMPLIANCE FACT SHEET

Community Development Department
213 So. Vanderhurst Avenue
(851) 385-3281

Note: This application form is for Zoning Compliance only, and does not authorize construction or physical occupation of a structure which is not in compliance with the appropriate building codes. It authorizes the establishment of a new use for which no conditional use permit is required, or the substitution of an existing conditional use with another which is consistent with the approved use permit for the site.

Form with fields: APPLICANT NAME AND MAILING ADDRESS, BUSINESS NAME, BUILDING OWNER NAME AND ADDRESS, SIGNATURE (BUILDING OWNER), PHONE, PROPOSED BUSINESS ADDRESS.

Description your business operation in detail (attach additional sheets if necessary):

Number of Employees: Business Hours:
Open Business Days:
Previous on site use:
For uses open to the public, such as restaurants, state the maximum seating capacity:

Total square footage of building: Total square footage occupied by your business:
How much square footage is dedicated to? Retail: Office: Manufacturing: Storage:
Business Area: 1st Floor sq/ft 2nd Floor sq/ft
Storage Area: sq/ft Seating Area: sq/ft
Total square feet of Business Area Occupied: sq/ft

Parking: Check One: Single Tenant Building Multi-Tenant Building
Number of Parking Spaces Total: Number of Parking Spaces for your Business:
(Do not include parking spaces on the public streets)

Signs:
Check One: Existing Sign to be Re-faced Number of Signs to be Re-faced
New Sign Proposed Number of New Signs Proposed
No Signs

(All New Signs must be consistent with the City of King Sign Ordinance and requires Community Development Director's approval. Building Permits may be required)

Building and site utilization: (Explain the "YES" answers on a separate sheet and attach to this form.)

- 1. Will any equipment be operating 24 hours a day, such as a compressor?
2. Will business involve retail sales to:
3. Will business provide service or repair for:
4. Will business involve retail sales of alcoholic beverages?
5. Will there be any outside storage of goods or materials?
6. Will there be any additional outdoor trash collection areas?
7. Will radio or electronic transmissions of any kind emanate from the site?
8. Will new outdoor lights be installed?
9. Will the business require a sign? If yes, a permit is required
10. Do your business operations involve any kind of painting?
11. Will explosives, flammable material or volatile liquid be stored?
12. Will building be used for motor vehicle storage or repair?

Declaration:
I declare under penalty of perjury that the above information which I have set forth in this application is true and accurate to the best of my knowledge and that I agree to operate the above described business in strict compliance with City Zoning regulations governing that business.

Signature

Date



# Business License Building Review Questionnaire



The Building & Safety Department is responsible for all structural and life safety concerns in the construction, demolition or alteration of buildings including, but not limited to, matters such as electrical and plumbing permits, HVAC systems, Title 24 energy standards and handicapped access pursuant to Title 24 Chapter 11A & B Accessibility Standards.

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Site Location: \_\_\_\_\_

Business Contact: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Assessors Parcel Number: \_\_\_\_\_

Previous Use: \_\_\_\_\_

Do you plan on making any structural tenant improvements such as, enlarge, extend, reconstruct, or alter the building in use, design or arrangement?

Do you plan on modifying the existing electrical, mechanical or plumbing systems?

Are you planning on any maintenance, repairs or replacement exceeding fifty percent of the building's appraised valuation as shown on the assessment roll of the city?

Are you demolishing any portion of the structure?

\_\_\_\_\_

Signature of Owner/Operator: \_\_\_\_\_

Print Name of Owner/Operator: \_\_\_\_\_

NOTE: "Stop Work Notices" will be Issued by the Building Official if construction is done without required permits.

All contractors and subcontractor must possess a current City of King business license.

The contractors and subcontractors must have current workman's compensation and must be bonded.

Building permits are issued to the property owner, licensed contractor or a certified agent of the property owner.

Monterey County Health Department  
1270 Natividad Road, Room B301  
Salinas, CA 93906  
(831) 755-4511  
Fax (831) 755-8954

Jurisdiction Name \_\_\_\_\_  
Use Permit # \_\_\_\_\_  
Or  
Building Permit # \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone # \_\_\_\_\_

### HAZARDOUS MATERIAL QUESTIONNAIRE

Business Name \_\_\_\_\_ Type of Business \_\_\_\_\_  
Site Location \_\_\_\_\_ City \_\_\_\_\_ APN: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Business Contact \_\_\_\_\_  
Property Owner \_\_\_\_\_  
*Name Phone Number*  
\_\_\_\_\_ *Name Phone Number*

1. Will your business/proposed project be using any hazardous materials such as oil, fuels, solvents, compressed gases, acids, corrosives, pesticides, fertilizers, paints or other chemicals?  
 Yes  No
2. Will your business/proposed project be using hazardous materials in quantities of 55 gallons and above for liquids, 500 lbs. and above for solids and/or 200 cubic feet and above for compressed gases?  
 Yes  No
3. Will your business/proposed project be using any quantities of acutely hazardous materials such as ammonia, chlorine, sulfuric acid, formaldehyde, hydrogen peroxide, methyl bromide or other restricted pesticides?  
 Yes  No
4. Will your business/proposed project be using underground storage tanks to store hazardous materials?  
 Yes  No
5. Will your business/proposed project be generating any quantities of hazardous waste such as waste oil, waste solvents, etc?  
 Yes  No
6. Will your business/proposed project be emitting any hazardous air emissions?  
 Yes  No

**CERTIFICATION:**

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct to the best of my knowledge and belief.

**ANY QUESTIONS REGARDING THIS FORM CAN BE DIRECTED TO:**  
Monterey County Health Department  
Division of Environmental Health  
1270 Natividad Road, Room B301  
Salinas, CA 93906  
(831) 755-4511

Executed AT:

\_\_\_\_\_  
City, State

Print Name of Owner/Operator: \_\_\_\_\_

Signature of Owner/Operator: \_\_\_\_\_

**For Local Jurisdiction Use Only:**

1. Is there a known or proposed school, hospital, day care, or long term care facility within 1,000 feet of this site location?  
 Yes  No
2. Is there a known or proposed school, hospital, day care, or long term care facility 1/4 mile of this site location?  
 Yes  No

Health Department Clearance

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Air Pollution District Clearance

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_



# License & Permit Information-Monterey County

<p><b>Business License</b></p>	<p><u>Monterey:</u>          * City of Monterey, City Hall Revenue, Room 4, Monterey, CA 93940 (Corner of Pacific &amp; Madison Street); (831) 646-3944</p> <p><u>Carmel by the Sea:</u>          * City Hall, East Side of Monteverde between Ocean Ave &amp; 7<sup>th</sup>; (831) 620-2010</p> <p><u>Marina:</u>          * 211 Hill Crest Avenue, Marina, CA, 93933; (831) 884-1278</p> <p><u>Seaside:</u>          * 440 Harcourt Avenue, Seaside, 93955; (831) 899-6240</p> <p><u>Salinas:</u>          * 200 Lincoln Avenue, Salinas, CA, 93900; (831) 758-7212</p> <p><u>Other areas:</u> Del Rey Oaks: 394-8511; Gonzales: 675-5000; Greenfield: 674-5591, King City: 385-3281; Pacific Grove: 648-3100;</p> <p>Sand City: 394-3054; Soledad: 678-3963</p>	<p><b>Frequently Asked Questions</b></p> <p><b>Where do I get a Business License for my company?</b>          You can obtain a business license where your business is located. Typically, the City Clerk, Business Office, or Finance Department will issue the licenses for the city. If you are a home-based business in the unincorporated area of Monterey County, you may also be required to obtain a Home Occupational Permit in addition to a business license.</p> <p><b>What is a Fictitious Business Name Statement?</b>          A fictitious business name statement is filed with the County Clerk in the county where your business is located. If the business name is available your filing will grant you the exclusive right to use the name in that county. The filing identifies you to potential creditors as the owner of the business you are starting, buying, or renaming.          Once you have filed, you will be required to advertise your filing in the newspaper for four weeks. Upon completion of the advertising, you will be granted the business name.</p> <p><b>What is a Business Plan and why do I need one?</b>          A business plan is considered to be the "road map" for your business operation. A well-written business plan will set forth the goals for your business and guide your current and future operations. Every plan should include information on the history and development of your business, the product or service you offer, your marketing strategy, the ownership structure, personnel requirements, and the financial plan of the business. For the startup business, a business plan acts as a "feasibility study" to determine whether the potential business is viable.          A completed business plan can also be used as a tool to gain financing for the business, or to recruit employees. However, the greatest benefit of the plan is that you, the business owner, will have a clear understanding of your business, industry, and marketplace. This knowledge will lead to better decision-making, and ultimately, increased profitability.          The SBDC offers monthly Business planning workshop.</p>
<p><b>California License &amp; Permit Information</b></p>	<p>CalGOLD  <a href="http://www.calgold.ca.gov">http://www.calgold.ca.gov</a></p>	
<p><b>Dept of Alcoholic Beverage Control Information</b></p>	<p>California ABC Office          1137 Westridge Parkway          Salinas, CA 93907          (831) 755-1990  <a href="http://www.abc.ca.gov/permits/permits.html">http://www.abc.ca.gov/permits/permits.html</a></p>	
<p><b>Environmental Health Services</b></p>	<p>County Health Care Services Agency          Monterey: 647-7654; Salinas: 755-4505; King City: 755-4579</p>	
<p><b>Employment Development Department</b></p>	<p>730 La Guardia St, Salinas, CA 93905; 649-2925</p>	
<p><b>Employer Identification Number</b></p>	<p>State: California Employment Development Department          * (888) 745-3886          * <a href="http://www.caljobs.ca.gov">http://www.caljobs.ca.gov</a></p> <p>Federal: Internal Revenue Service          * (800) 829-4933          * <a href="http://www.irs.gov">http://www.irs.gov</a></p>	
<p><b>Fictitious Business Name</b></p>	<p>County Clerk's Office          240 Church Street, 3rd Floor, Room 305, P.O. Box 1819 Salinas, CA 93902          (831) 755-5450  <a href="http://www.co.monterey.ca.us">http://www.co.monterey.ca.us</a></p>	
<p><b>Federal Withholding Taxes</b></p>	<p>Internal Revenue Service          (800) 829-4933  <a href="http://www.irs.gov">http://www.irs.gov</a></p>	
<p><b>Incorporation/ LLC/ Limited Partnerships</b></p>	<p>Secretary of State          1500 11<sup>th</sup> Street, Sacramento, CA 95814          (916) 657-5448  <a href="http://www.ss.ca.gov/business/business.htm">http://www.ss.ca.gov/business/business.htm</a></p>	
<p><b>Seller's permit</b></p>	<p>California State Board of Equalization- Salinas Office:          111 E. Navajo Drive, Suite 100, Salinas, CA 93906-2452          (831) 443-3003</p>	
<p><b>State Withholding Taxes</b></p>	<p>1900 Garden Road, Suite 160, Monterey, CA 93940  <a href="http://www.edd.ca.gov">http://www.edd.ca.gov</a></p>	
<p><b>Zoning Requirements</b></p>	<p>Planning Department          Monterey: 646-3885; Carmel: 620-2010; Del Rey Oaks: 394-8511; Gonzales: 675-5000; Greenfield: 674-5591; King City: 385-3281; Marina: 884-1220; Pacific Grove: 648-3190; Salinas: 758-7206; Seaside: 899-6220; Soledad: 678-3963</p>	

For more information on starting a business or expanding an existing business, call the SBDC at 800-464-6136 or check us at [www.centralcoastsbdc.org](http://www.centralcoastsbdc.org) for free of charge assistance.

## Register for a Permit, License, or Account (Español (regsp.htm) )

The Board of Equalization (BOE) wants to make doing business in California as easy as possible. You can register for a seller's permit or use tax account using our online registration or in person at one of our field offices. The BOE also administers several special tax and fee programs in addition to the state's sales and use taxes.

To register for a special tax or fee program, please contact Special Taxes and Fees Registration ([boe.ca.gov/sptaxprog/tax\\_and\\_fee\\_programs\\_reg.htm](http://boe.ca.gov/sptaxprog/tax_and_fee_programs_reg.htm)).

### You must obtain a seller's permit if you:

Are engaged in business in California

Intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail (this includes wholesalers, manufactures and retailers.)

Will make sales for a temporary period, normally lasting no longer than 90 days at one or more locations (for example, fireworks booth, Christmas tree lots, garage sale)

### You must obtain a use tax account if you meet all of the following conditions:

Receive at least \$100,000 in gross receipts from business operations per calendar year. Note: Gross receipts are the total of all receipts from both in-state and out-of-state business operations

Are not required to hold a seller's permit or certificate of registration for use tax (under section 6226 of the Revenue and Taxation Code)

Are not a holder of a use tax direct payment permit as described in section 7051.3 of the Revenue and Taxation Code

Are not otherwise registered with the BOE to report use tax

**The requirement to obtain a seller's permit or a use tax account applies to:** individuals; partnerships; corporations; organizations; husband/wife co-ownership; LLP's; LLC's. If you are an itinerant veteran vendor, please visit our Veteran's Tax Topics ([boe.ca.gov/sutax/veterans.htm](http://boe.ca.gov/sutax/veterans.htm)) page to find out whether you are required to have a seller's permit.

If you have any questions about the registration process, or being a "qualified purchaser," please see our Frequently Asked Questions ([boe.ca.gov/sutax/faqscont.htm](http://boe.ca.gov/sutax/faqscont.htm)).

## Register Online

Register online (<https://efile.boe.ca.gov/ereg/index.boe>) for a seller's permit, use tax account, or other tax and fee programs. It is the convenient way to apply anytime, day or night – 7 days a week (the system is unavailable from Sunday at 7:00 pm to Monday at 5:00 am, Pacific time for routine maintenance). Many applicants will be able to obtain their permit immediately after they submit their application.

## Register In Person

You may register for a seller's permit or use tax account in person at one of our field offices ([boe.ca.gov/info/phone.htm](http://boe.ca.gov/info/phone.htm)). Registration can usually be completed the same day and help in completing the application is available. Special information packets with the appropriate registration application for specific businesses are available.