Finance Department
416 N Franklin St
Fort Bragg, CA 95437
(707) 961-2825
Fax (707) 961-2913

APPLICATION FOR BUSINESS LICENSE
(Please Print All Information Clearly)

Start Date _____

Business Name: _____

Business Location _____ Check One: upstairs _____ downstairs_____

City _____**St** _____ **Zip** _____**Phone #:** _____

Email Address: _____ **Fax #:** _____

Business to be conducted from: Home _____**Garage/Shop/Accessory Structure** _____ **Commercial Structure** _____

Previous Use At this Address: _____

Specific Business Being Conducted: _____

Check: Retail __ Wholesale __ Service __ Professional Service __ Contractor __ Manufacturer __ Other_____

Merchandise Sold: _____ Services Rendered: _____

F.E I.N._____ S.E.I.N._____
(Federal Employer's Identification Number) (State Employer's Identification Number)

CA Retail Sales Tax No. _____ CA State License No. _____
(State Board of Equalization-BEAN)

State Contractors License No._____

Required: (The State of California requires many businesses and professions to have a license issued by the Department of Consumer Affairs. For a listing of required businesses & professions please visit the Dept. of Consumer Affairs on line at "http://www.dca.ca.gov")

I certify that I am exempt from State Licensing Requirements _____ **Initial** _____
(Check)

Legal Status: Sole Proprietor / Partnership / Corporation / Association / Non-Profit Corporation (circle one)

Partnership/Corporation/LLC #:_____ (list board members below)

Is this a : **1)**New Business **2)**Owner Change **3)**Name Change **4)**New Location **5)**Renewal (circle one)

Tools, chemicals, and/or equipment to be used in Business: _____

(the address below will print on the License Certificate)
Business Mailing Address: _____ **City:** _____

State_____ **Zip**_____

Business Owner Information:

1) Owner Name: _____DL #:_____

Residential Address: _____

City: _____State: _____Zip: _____

Phone No: _____Social Security No: _____

2) Additional Owner: _____DL #:_____

Residential Address: _____

City: _____State: _____Zip: _____

Phone No: _____Social Security No: _____

REQUIRED: (List all additional owners &/or Board Members information on a separate sheet of paper and attach to this application)

I hereby certify under penalty of perjury that the foregoing statements contained in this application are true and correct to the best of my knowledge and belief and that the business identified in this application will be conducted in accordance with the provisions of zoning and sign ordinances contained in the Fort Bragg Municipal Code.

Signed and Dated _____ _____
Signature Date

(Please complete appropriate information on reverse)

CITY USE ONLY BELOW THIS LINE

Issuance of the herein referenced business license is hereby approved pursuant to and/or with the following conditions:

- _____
- _____

_____ _____ _____ _____
Community Development Department Date Public Works Department Date

City Use Only

Customer No. _____

License Certificate No._____

Business Type _____

SIC Code _____

Business License Fee

Tax $_____

Fee $_____

State $ $1.00

Total: $_____

Zoning Designation _____

Parking Requirements _____

Occupancy _____

Health Permit # _____

Bureau of Automotive Repair
BAR# _____

AP#_____

Based on your type of business operation - Complete one of the following:

Retail Sales, Services, Professionals, Contractors Etc. located in the City of Fort Bragg.

A. Gross Receipts

$ 00 to $ 4,999	....	$ 10.00 or
$ 5,000 to $ 29,999	.....	$ 30.00 or
$ 30,000 to $199,999	....	$ 30.00 plus .1 % (0.001) above $ 30,000 or
$200,000 and over	.....	$ 200.00 plus .04% (0.0004) above $200,000

GROSS RECEIPTS (20____) **$_____**
(first applicants please estimate)

Tax Based on Gross Receipts: $_____
Business License Fee: $ 96.00
State Mandated Fee: $ 1.00
Total Due: $_____

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Home Based Business in the City of Fort Bragg

B. Gross Receipts

$ 00 to $ 4,999	....	$ 10.00 or
$ 5,000 to $ 29,999	.....	$ 30.00 or
$ 30,000 to $199,999	....	$ 30.00 plus .1 % (0.001) above $ 30,000 or
$200,000 and over	.....	$200.00 plus .04% (0.0004) above $200,000

GROSS RECEIPTS (20____) **$_____**
(first applicants please estimate)

Tax Based on Gross Receipts: $_____
Business License Fee: $ 56.00
State Mandated Fee: $ 1.00
Total Due: $_____

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Business Out of Fort Bragg City Limits (*providing service or sales within the city limits*)

C. Gross Receipts

$ 00 to $ 4,999	....	$ 10.00 or
$ 5,000 to $ 29,999	.....	$ 30.00 or
$ 30,000 to $199,999	....	$ 30.00 plus .1 % (0.001) above $ 30,000 or
$200,000 and over	.....	$200.00 plus .04% (0.0004) above $200,000

GROSS RECEIPTS (20____) **$_____**
(first applicants please estimate)

Tax Based on Gross Receipts: $_____
Business License Fee: $ 56.00
State Mandated Fee: $ 1.00
Total Due: $_____

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Wholesale Manufacturers, Common Carriers, Utility Companies, Lumber Brokers in the City of Fort Bragg

D. Employee Formula

First Person Employed	....	$50.00
Next Five Employees	....	$ 5.00 each
All Additional Employees	....	$ 2.00 each

AVERAGE NUMBER OF EMPLOYEES (20____) _____
(first applicants please estimate)

Fee Based on Number of Employees: $_____
Business License Fee: $ 96.00
State Mandated Fee: $ 1.00
Total Due: $_____

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Wholesale Manufacturers, Common Carriers, Utility Companies, Lumber Brokers not in the City of Fort Bragg

E. Employee Formula

First Person Employed	....	$50.00
Next Five Employees	....	$ 5.00 each
All Additional Employees	....	$ 2.00 each

AVERAGE NUMBER OF EMPLOYEES (20____) _____
(first applicants please estimate)

Fee Based on Number of Employees: $_____
Business License Fee: $ 56.00
State Mandated Fee: $ 1.00
Total Due: $_____

All Other Business Types

*** State Mandated Disability Access & Education Fee of $1.00 will be added to business rate below:**

F. Vehicle Delivery Businesses: (Flat Rate or based on Gross Receipts, complete A above)	**Flat Rate**	**$ 50.00**	**per year**
Peddler: (regular route with truck)	**Flat Rate**	**$ 75.00**	**per year**
Peddler: (Solicitor peddling goods & wares from a temporary location $20.00 per day)	**No. Days**	_____	**x $20.00**
	TOTAL DUE	**$**_____	
Taxi (First Vehicle)	**Flat Rate**	**$ 50.00**	
Taxi (Additional Vehicles $10.00 Each)	**No. Vehicles**	_____	**x $10.00 $**_____
	TOTAL DUE:	_____	
Junk Dealer	**Flat Rate**	**$ 75.00**	**per year**
Pawnbroker	**Flat Rate**	**$100.00**	**per year**
Non-Profit Organizations	**No Tax**		
(must provide proof of nonprofit status and list of officers)	**Total Due:**	**$ 41.00**	
Business Transfer Fee (owner/location)	**Flat Rate**	**$ 96.00**	
Business License Name Change	**Flat Rate**	**$ 11.00**	
Duplicate License Fee	**Flat Rate**	**$ 6.00**	

CITY OF FORT BRAGG
BUSINESS LICENSE INFORMATION/DEFINITIONS
Fort Bragg Municipal Code
Title 5 Business Licenses and Regulations

PURPOSE:
This explanation is a summary designed to assist persons in making an application for business license. It is NOT intended to be an exact copy of the Ordinance. Copies of Ordinances are available at City Hall or on the City website at **city.fortbragg.com**.

LICENSE REQUIRED:
It is unlawful for any person to transact and carry on any business, trade, or profession without first having procured a license from the City to do so. **All business licenses are annual from January 1, become delinquent March 1, and expire December 31**. All licenses paid on or after March 1 accrue penalties of 10% per month thereafter, not to exceed 100% of the license tax due.

BUSINESS LICENSE ISSUANCE REQUIREMENTS:
Business Licenses are issued following clearance by Community Development personnel**.** The Community Development Department will check for Zoning regulations & Code requirements.

- **On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of $1.00 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.**

Please contact the following for compliance with other Code Requirements:
The Fort Bragg Fire Protection Authority, (707) 961-2830
The Mendocino County Building Department, (707) 964-5379
The Mendocino County Health Department (707) 964-4713
The Mendocino County Business License Department (707) 463-4321

GROSS RECEIPTS:
Generally, the term "gross receipts" includes the total amount of the sale, service or transaction without deductions for any costs or other expenses. **The following are excluded from "gross receipts";**
(1) cash discounts taken on sales; (2) credit allowed on saleable trade-in property; (3) sales or use tax paid by purchaser; (4) refund of cash or credit; (5) amounts collected for others as agent or trustee, to the extent paid to the person for whom collected.

AVERAGE NUMBER OF EMPLOYEES:
The average number of persons employed daily in the licensee's business during the previous year, is determined by adding the total number of employees on the fifteenth day of each month, or on the day of the mid-month payroll period, and each of the preceding twelve months, and dividing the total by twelve.

LICENSE - TRANSFERRING LOCATION OR OWNERSHIP:
Transferring of the Business to a new owner shall be reported to the City on the application form and a fee of $96.00 shall be charged for transferring the license to a new ownership. Any person wishing to transact or carry on business at a place other than previously designated or where the location or type of the business is changed shall notify the City as to the change by completing the application form, and a fee of $96.00 shall be charged for amending the license.

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The following information may be helpful and answer some of the most frequently asked questions about starting a business.

Fictitious Business Name Filing: This process is completed through the Mendocino County offices located at 501 Low Gap Road in Ukiah, CA. Questions regarding filing need to be directed to the County Clerk Recorder at (707) 463-4370 or go to **www.co.mendocino.ca.us**.

Resale Number: This number may be required for purchasing supplies from a wholesaler. To verify if your business needs a resale number, you may obtain additional information from the State Board of Equalization at 1-800-400-7115. The nearest office is located in Santa Rosa.

Health Permit: If you are marketing a food item, a health permit is required. You may obtain these permits through the Mendocino County Department of Environmental Health, 120 W Fir Street in Fort Bragg, CA or call 707-961-2714. **A FORT BRAGG BUSINESS LICENSE WILL NOT BE ISSUED UNTIL A COPY OF THE HEALTH PERMIT IS RECEIVED IN OUR OFFICE.**

Federal and State Identification Numbers: All new businesses employing one or more persons must apply for a State Employer's Identification number by contacting The State's Employment Development Department at 1-888-745-3886 or visiting their website at **http://www.edd.ca.gov/.** You may also need a Federal Identification number if you are employing one or more persons. Contact the IRS Business Tax line at 1-800-829-1040 or visit their website at **www.irs.gov** for more information.

California State License Number: Any business required by the State of California to obtain a license or certification from the State, must provide that number to the City prior to obtaining a business license ie: Accountants, Acupuncturists, Architects, Automotive Repair, Barbering & Cosmetology, Cemetery & Funeral, Chiropractic, Contractors, Dental Professions, Electric & Appliance Repair, Engineers & Land Surveyors, Geology, Hearing Aid Dispensers, Home Furnishings, Landscape Architects, Landscape Contractors, Lawyers, Medical Doctors, Midwives, Occupational Therapy, etc.

The State of California Contractor's Licensing Board phone number is 1-800-321-2752

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