

TWO SIDED DOCUMENT

Please complete both sides of this application.

	ICATION FOR BUSINESS e Print All Information Clearly.		ck only via mail, cash/c	redit card in person for tax	City Use Only es & Fees)
Start	Date				Customer No.
		BUSINI	ESS LOCATION		
Busin	ess Name:				License No.
Busin	ess Location		C	neck One: upstairs downs	stairs
City _		St	Zip		
Busines	s to be conducted from: Home	Garage/Shop/Ad	ccessory Structure C	ommercial Structure	Business Type
Previ	ous Use At this Address: _				
Tools	, chemicals, and/or equipm	ent to be used	l in Business:		Business License Fee
		BUSIN	ESS CONTACT		
Busin	ess Mailing Address:				Тах \$
City _		St	Zip		Fee \$
Busin	ess Phone:	[Email:		Total: \$
*If mo	Owner Name: Residential Address:		Drivers L	ic # :	
	City:		State:	Zip:	
2)		Date of Birth: Drivers Lic # :			
	Residential Address:				
	City:		State:	Zip:	
3)			Date of Birth: Drivers Lic # :		
	Residential Address:				
	City:		State:	Zip:	
4)			Date of Birth: Drivers Lic # :		
	Residential Address:				
	City:		State:	Zip:	
	Phone No:		Date of Bi	rth:(CONTINUED ON	PAGE TWO)
				(CONTINUED ON	FAGE I WO

Application for Business License- Page To	wo BUSINESS INFORMATION		City Use Only
1. Is this a : (circle one) 1) New Busine	ess 2) Owner Change 3) Name Cha	nge 4) New Location 5) Renewal	
2. Type: 1) Retail 2)Wholesale 3) Service 4)		-	
2A. Mechandise Sold:			List Board
			Attached YES / NO
3. Legal Status: Sole Proprietor / Par	-	tion / Non-Profit Corporation	
3A. Partnership/Corporation/LLC # (list board members on page one und			
4. Tax ID number (FEIN or Social Secu	ırity No.):		Check all
5. Does your business have employee	s? 1) Yes 2) No 3) Not currently,	but plan to hire.	needed:
5A. If you answered 1 or 3, please p	provide your State Employer Ident	ification No (SEIN)	FEIN SEIN
SEIN:	(For mo	ore information, see instruction page)	BEAN
6. Does your business sell tangible p	roducts? 1) Yes 2) No		
6A. If yes, please provide your CA F	Retail Sales Tax Number. (also called	BEAN or "Resale Number")	
	(For mo		
Required: (The State of California requires man Affairs. For a listing of required businesses & profe 7. CA State License Number: OR: State Contractor Number: OR: I certify that I am exempt from S	essions please visit the Dept. of Consumer Aff	fairs online at "http://www.dca.ca.gov")	
8. Does your business sell food or foo	od products? 1) Yes 2) No		FD #
8A. If yes, please provide health posts. 9. Does you business manufacture are 9A. If yes, provide license #	nd/or sell alcohol? 1) Yes 2) No 3) AND attach copy of license. hat the foregoing statements contain belief and that the business identified	License Pending ed in this application are true and I in this application will be conducted	ABC#
Signed and Dated			
Signature		Date	_
	E & FEDERAL STORMWATER CONT ocated inside the City Limits must of		
	· ·	complete	SIC#
 Primary Standard Industry Co Must provide 4-digit SIC. See: https:// 			(All businesses
2. Check and complete all that a			in City)
		have obtained coverage for our	
-	alifornia Industrial General Permit; we ement the requirements of this perm	=	WDID#:
A. Primary Business Activity			
	aste Discharge Identification (WDID)		
	he California Industrial General Perm		
General Permit.	rmine whether this business is subject		
I certify that our facility prevents potent	al pollutants from being discharged	from our business location.	
Signed and Dated			
Signa	ture	Date	

(CONTINUED ON PAGE THREE)

Application for Business License- Page Three

Based on your type of business operation - Complete one of the following: (First year based upon estimate) To be used by First Time Applicants (not for renewals)

Businses License Tax Table			
Up to \$ 4,999	\$ 10.00		
\$ 5,000 to \$ 29,999	\$ 30.00		
\$ 30,000 to \$ 199,999	0.10 % of Gross Rcpts		
	(Gross Rcpt x 0.001)		
Over \$ 200,000	\$ 200.00 plus 0.04% of amount over \$ 200,000		
	[\$ 200 + (0.0004 x amount over \$ 200,000)]		

	اې کا	00 + (0.000	J4 X allioulii	t over \$ 200,000)]
A. R e	etail Sales, Services, Professionals, Con	tractors E	tc. located i	n the City of Fort Bragg.
Estimate G	ross Receipts Year 20 : \$		_	
1. Ta	1. Tax Based on Estimate Gross Receipts:			See Business License Tax Table
	usiness License Fee:	\$ \$	83.00	
3. To	otal Due (Add lines 1 + 2 +3):	\$		
				Payment by Cash or Check only
В. Но	me Based Businesses in the City of For	t Bragg.		
Estimate G	ross Receipts Year 20: \$		_	
1. Ta	x Based on Estimate Gross Receipts:	\$		See Business License Tax Table
	usiness License Fee:	\$	53.00	
3. To	otal Due (Add line 1 + 2):	\$		
				Payment by Cash or Check only
C. Bu :	siness Outside City, (providing Service	s inside th	e City of For	rt Bragg).
Estimate G	ross Receipts Year 20 : \$			
1. Ta	x Based on Estimate Gross Receipts:	\$		See Business License Tax Table
2. Bu	usiness License Fee:	\$	53.00	
3. To	otal Due (Add line 1 + 2):	\$		
				Payment by Cash or Check only
	Employee Formula	(for Categ	ory D & E B	elow – ONLY)
	First Person (including owners)	\$ 50.00		
	Next Five Employees	\$ 5.00 e		
	All additional employees	\$ 2.00 e	ach	
D. W ł	nolesale manufactures, Common Carri	ers, Utility	Company,	Lumber brokers in the City of Fort Bragg.
Estimate G	ross Receipts Year 20: \$		_	
1. Ta	x Based on Number of Employee:	\$		See Business License Tax Table
4. B	usiness License Fee:	\$	83.00	
4. To	otal Due:	\$		
				Payment by Cash or Check only
E. Who	olesale Manufacturers, Common Carrier	s, Utility Co	ompanies, L	umber Brokers not in the City of Fort Bragg.
Estimate G	ross Receipts Year 20:\$		_	
1. Ta	x Based on Number of Employees:	\$		See Business License Tax Table
	usiness License Fee:	\$	53.00	
5. To	otal Due:	\$		
				Payment by Cash or Check only

Application for Business License- Page Four

All Other Business Types

	Vehicle Delivery Businesses: (Flat Rate or based on Gross Receipts, complet	e A above)	Flat Rate Flat Rate	\$ 50.00 per year + fee \$ 75.00 per year
	Peddler: (regular route with truck)			
	Peddler: (Solicitor peddling goods & wares from a temporary location \$20.00 per c	day)	No. Days	<u>x \$20.00</u>
			TOTAL DU	L
,	Taxi (First Vehicle)		Flat Rate	\$ 245 +DOJ fees
,	Taxi (Additional Vehicles \$10.00 Each)	No. V	ehicles	x \$10.00 \$
			TOTAL DU	E:
	One Time Jobs (under \$2,000)		Flat Rate	\$ 20.00
	Junk Dealer		Flat Rate	<u>\$ 75.00</u> per year
	Pawnbroker		Flat Rate	\$100.00 per year
Non-Pro	ofit Organizations	Total D	ue: <u>\$ 45.0</u>	<u>o</u>
	(must provide proof of nonprofit status and list of officers)			
Other B	Business Fees			
Busines	s Transfer Fee - Change of Owner	Flat Rat	:e \$	70.00
Change	of Business <u>Location</u>	Flat Rat	e \$	93.00
Busines	s License Name Change	Flat Rat	te \$	13.00
Duplicat	te License Fee	Flat Rat	te \$	10.00
Expedite	ed License Fee (2 days or less)		\$	<u> 158.00</u>

CITY USE ONLY	
Local Agend	cy Approvals
Issuance of the herein referenced business license is hereby	approved pursuant to and/or with the following conditions:
Community Development Department	Public Works Department

Revised: 01/22/2024

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 completing an application for business license. It is <u>NOT</u> intended to be an exact copy of the Ordinance. Copies of Ordinances are available at City Hall or on the City website at https://www.codepublishing.com/CA/FortBragg/. (Title 5 – Business Licenses and Regulations)

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 expire on December 31st and must be renewed annually. Renewal notices are mailed at the beginning of each year.

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.

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) 234-6875

INSTRUCTIONS OF CALCULATING BUSINESS LICENSE TAX & OTHER FEES

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 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 shall be charged for amending the license. (See fee list on page 4.)

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) 234-6822 or go to: https://www.mendocinocounty.org/government/assessor-county-clerk-recorder-elections/county-clerk/fictitious-business-names

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 California Tax & Fee Administration at 1-800-400-7115 or https://www.cdtfa.ca.gov/ 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/. 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.

Stormwater Control Requirements: SB-205 requires a person applying to a city or a county for an initial business license or business license renewal, who conducts business operations as a regulated industry to demonstrate enrollment with the National Pollutant Discharge Elimination System (NPDES). Answers to frequently asked questions can be found online at: https://www.cacities.org/Resources-Documents/Policy-Advocacy-Section/Legislative-Resources/SB-205-FAO-Cities-Counties.aspx

To find your businesses 4-digit SIC Code, go to: https://www.naics.com/code-search/

West Business Development Center – 345 N. Franklin Street, Fort Bragg (707) 964-7571 https://www.westcenter.org/ Mission is to educate and advocate for small business so that local entrepreneurs receive the information they need to launch and expand their business.

CITY OF FORT BRAGG FINANCE DEPARTMENT 416 N. FRANKLIN ST. FORT BRAGG, CA 95437 PHONE NO. (707) 961-2825 FAX NO. (707) 961-2913

Revised: 01/22/2024