

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

TWO SIDED DOCUMENT

Please complete both sides of this application.

(CONTINUED ON PAGE TWO)

	LICATION FOR BUSINESS L ase Print All Information	ICENSE Clearly. <mark>We accept Cash/Che</mark> e	ck only for taxes & Fees)	<u>City Use Only</u>
Start	Date			Customer No.
		BUSINESS LOCATION		
Busir	ness Name:			License No.
Busir	ness Location	C	neck One: upstairs downstairs	
City		St Zip		Duein ees Ture
Busine	ess to be conducted from: Home	Garage/Shop/Accessory Structure C	Commercial Structure	Business Type
Previ	ious Use At this Address:			
Tools	s, chemicals, and/or equipme	nt to be used in Business:		Business License Fee
		BUSINESS CONTACT		
Busir	ness Mailing Address:			Тах \$
City		St Zip		Fee \$
Busir	ness Phone:	Email:		State \$ \$4.00
	•	list all owners / members / corporate attach a separate sheet of pa	•	s)
1)		ID # :		(cash or check only)
	Residential Address:			— (cush of check only)
	City:	State:	Zip:	_
	Phone No:	Date of Bi	rth:	_
2)		ID # :		
	Residential Address:			_
	City:	State:	Zip:	
	Phone No:	Date of Bi	rth:	_
3)	Owner Name:	ID # :		_
	Residential Address:			_
	City:	State:	Zip:	_
	Phone No:	Date of Bi	rth:	_
4)	Owner Name:	ID # :		_
	Residential Address:			_
	City:	State:	Zip:	_
	Phone No:	Date of Bi	rth:	

Application for Business License- Page Two BUSINESS INFORMATION	<u>City Use Only</u>
1. Is this a: (circle one) 1)New Business 2)Owner Change 3)Name Change 4)New Location	5) Renewal
2. Type: 1) Retail 2)Wholesale 3) Service 4) Professional Service 5) Contractor 6) Manufacturer 7) Other	
2A. Mechandise Sold: and/or Services Rendered:	List Board
3. Legal Status: Sole Proprietor / Partnership / Corporation / Association / Non-Profit Cor	VES / NO
3A. Partnership/Corporation/LLC # (if applicable):(list board members on page one under Business Owner Information)	porusion
4. Tax ID number (FEIN or Social Security No.):	Check all
5. Does your business have employees? 1) Yes 2) No 3) Not currently, but plan to hire.	needed:
5A. If you answered 1 or 3, please provide your State Employer Identification No (SEIN)	FEIN
SEIN: (For more information, see instr	uction page) SEIN BEAN
6. Does your business sell <i>tangible</i> products? 1) Yes 2) No	
6A. If yes, please provide your CA Retail Sales Tax Number. (also called BEAN or "Resale Number Retail Sales Tax Number: (For more information, see instr Required: (The State of California requires many businesses and professions to have a license issued by the Department Affairs. For a listing of required businesses & professions please visit the Dept. of Consumer Affairs online at "http://www.77. CA State License Number:OR: State Contractor Number:	uction page) t of Consumer
OR: I certify that I am exempt from State Licensing Requirements Initial	FD#
8. Does your business sell food or food products? 1) Yes 2) No	FD#
8A. If yes, please provide health permit no.:AND attach copy of health per 9. Does you business manufacture and/or sell alcohol? 1) Yes 2) No 3) License Pending 9A. If yes, provide license #AND attach copy of license. I hereby certify under penalty of perjury that the foregoing statements contained in this application a correct to the best of my knowledge and belief and that the business identified in this application will in accordance with the provisions of zoning and sign ordinances contained in the Fort Bragg Municipal.	ABC# are true and be conducted
Signed and Dated	
Signature Date	
CERTIFICATION OF STATE & FEDERAL STORMWATER CONTROL REQUIREMENT Businesses located <i>inside</i> the City Limits must complete	3
Primary Standard Industry Code (SIC) #	SIC#
Must provide 4-digit SIC. See: https://www.naics.com/code-search/	(All businesses
2. Check and complete all that apply:	
 This business is subject to the California Industrial General Permit; we have obtained covera operations and continually implement the requirements of this permit coverage. (Complet below) A. Primary Business Activity 	e A & B WDID#:
B. Industrial General Permit Waste Discharge Identification (WDID) #	
☐ This business is NOT subject to the California Industrial General Permit.	
I need more information to determine whether this business is subject to the California Indu General Permit.	
I certify that our facility prevents potential pollutants from being discharged from our business loca	ation.
Signed and Dated	
Signature Da	te

(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)]	

				· , -	
A. Retail	A. Retail Sales, Services, Professionals, Contractors Etc. located in the City of Fort Bragg.				
Estimate Gross	Receipts Year 20 : \$		_		
1. Tax Ba	1. Tax Based on Estimate Gross Receipts:			See Business License Tax Table	
2. Busine	2. Business License Fee:		87.00		
3. State I	Mandated Fee:	\$	4.00		
	Total Due (Add lines 1 + 2	+3) : \$		Payment by Cash or Check only	
B. Home B	sased Businesses in the City of For	t Bragg.			
Estimate Gross	Receipts Year 20: \$		_		
1. Tax Bas	ed on Estimate Gross Receipts:	\$		See Business License Tax Table	
2. Busine	ess License Fee:	\$	58.00		
3. State I	Mandated Fee:	\$	4.00		
	Total Due (Add line 1 + 2	+3) : \$		Payment by Cash or Check only	
C. Busines	s Outside City, (providing Services	s inside the	City of For	t Bragg).	
Estimate Gross	Receipts Year 20: \$				
1. Tax Ba	sed on Estimate Gross Receipts:	\$		See Business License Tax Table	
2. Business License Fee:		\$	58.00		
3. State I	Mandated Fee:	\$	4.00		
	Total Due (Add line 1 + 2	+3) : \$		Payment by Cash or Check only	
	Employee Formula	(for Catego	ory D & E B	elow – ONLY)	
	First Person (including owners)				
		\$ 5.00 e			
	All additional employees	\$ 2.00 e	ach		
	ale manufactures, Common Carrio Receipts Year 20 : \$	ers, Utility	Company, I -	Lumber brokers in the City of Fort Bragg.	
1. Tax Bas	ed on Number of Employee:	\$		See Business License Tax Table	
4. Busine	ess License Fee:	\$	87.00		
4. State I	Mandated Fee:	<u>\$</u>	4.00		
	Total [Oue: <u>\$</u>		Payment by Cash or Check only	
E. Wholesa	le Manufacturers, Common Carrier	s, Utility Co	mpanies, Lu	umber Brokers not in the City of Fort Bragg	
Estimate Gross	Receipts Year 20: \$		-		
1. Tax Bas	ed on Number of Employees:	\$		See Business License Tax Table	
5. Busine	ess License Fee:	\$	58.00		
5. State I	Vlandated Fee:	\$	4.00		
	Total [Oue: <u>\$</u>		Payment by Cash or Check only	

Application for Business License- Page Four

All Other Business Types

* State Mandated Disability Access & Education Fee of \$4.00 will be added to business rate below:

Peddler: (regular route with	esses: (Flat Rate or based on Gross Receipts, h truck) goods & wares from a temporary location \$20	Flat Rate	\$50.00 per year + fee + \$4.00 \$75.00 per year + \$4.00 x \$20.00 + \$4.00 E
Taxi (First Vehicle)		Flat Rate	\$ 245 +DOJ fees+ \$4.00
Taxi (Additional Vehicle	es \$10.00 Each)	No. Vehicles	
One Time Jobs (under \$	\$2,000)	TOTAL DU Flat Rate	\$ 20.00 + 4.00 = \$24.00
Junk Dealer		Flat Rate	<u>\$ 75.00</u> per year + \$4.00
Pawnbroker		Flat Rate	\$100.00 per year + \$4.00
Non-Profit Organizations		Total Due: \$ 45.0	<u>0</u> + \$4.00
(must provide proof of	nonprofit status and list of officer	<u>'s)</u>	
Other Business Fees			
Business Transfer Fee - Change	e of <u>Owner</u>	Flat Rate \$	78.00
Change of Business Location		Flat Rate \$	92.00
Business License Name Change	•	Flat Rate \$	13.00
Duplicate License Fee		Flat Rate \$	10.00
Expedited License Fee (2 days o	or less)	<u>\$</u>	149.00

CITY USE ONLY			
Local Agenc	y Approvals		
Issuance of the herein referenced business license is hereby a			
Community Development Department	Public Works Department		

Revised: 04-16-2021

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.)

MANDATED STATE FEE – SB-1186 requires a four dollar (\$4.00) fee on all business license applications to increase disability access and compliance with construction-related accessibility requirements.

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

CITY OF FORT BRAGG PHONE NO. (707) 961-2825
FINANCE DEPARTMENT FAX NO. (707) 961-2913

Revised: 04-16-2021