

NON - RESIDENT BUSINESS LICENSE APPLICATION

CITY OF CRESCENT CITY

377 J STREET

CRESCENT CITY, CA 95531

PH: 707-464-7483 FAX: 707-465-4405

APPLY ONLINE AT: www.crescentcity.org

Application for:

- ☐ New Business
- ☐ Change of Ownership
- ☐ Change of Business Location
- ☐ Change of Business Name
- ☐ Add/Change Business Description

BUSINESS INFORMATION

READ FIRST: This application is for businesses OUTSIDE Crescent City's limits that wish to enter the city limits to conduct business.
Please use the standard business license application if this does not apply.

Business Name (DBA)

This name appears on your business license

Mailing Address

Subject to public information requests

City, State, Zip**Billing Email**

Please provide to pay quickly & easily online after processed!

Phone #1**Phone #2****Business Start Date*****End Date (temporary license):**

*this is the date you would like this business license to become effective for operations within our City Limits

THE PRIMARY LOCATION OF MY BUSINESS IS OUTSIDE THE LIMITS OF THE CITY OF CRESCENT CITY**Check One**

- ☐ 1-20 days per year
- ☐ 21-180 days per year
- ☐ 181-365 days per year

Approximate number of days per year to be
conducting business within the limits
of the City of Crescent City.

Business activity description:**Select type which best describes your business:**

- ☐ Licensed Professional/Contractor
- ☐ Retail or Restaurant
- ☐ Services
- ☐ Wholesale
- ☐ Other: _____

Does your business involve preparation of food or beverages?*

☐ Yes ☐ No (check one)

If Yes, did you include a copy of your Certificate from the DN Health Dept?

☐ Yes (Must include with application)**OWNERSHIP INFORMATION****Business Ownership Type:**

- ☐ Corporation
- ☐ Partnership
- ☐ Sole Proprietor
- ☐ Limited Liability Company
- ☐ Other: (describe) _____

1st Owner Name

or Corporate Name

This will appear on the business license

2nd Owner Name**Additional Owners**☐ Owner is a Veteran☐ Organization is Non-Profit

If you have checked either box please provide proof or your veteran status or your proof of non-profit status to have fees waived.

Number of Positions including Owner (use full-time equivalents*)

*full-time equivalents allows each employee up to 2080 work hours per year within the City Limits

FINANCE DEPARTMENT USE ONLY

Exempt

Class Type

ENTITY/BL #



Processed Date:

Finance Note:

My business will involve the following (check any that apply):

- ☐ Sale or processing of cannabis
- ☐ Mobile retail/food vending
- ☐ Sale of alcohol, tobacco or firearms
- ☐ Operation of a card room or auction
- ☐ Sale of second hand property

If any of these conditions apply, please contact the Planning Department at (707)441-8855 to determine what additional information and/or requirements may have to be provided and/or met.

Identification Numbers (please provide any that apply):

Federal Employer (FEIN) _____

CDTFA - Sellers Permit _____

Contractor's License Number _____

Other License Number _____ Type _____

License Number _____

Expiration Date _____

WORKERS' COMPENSATION DECLARATION-MUST BE SIGNED & COMPLETED

Select **ONE** option that applies and **sign** declaration:

I hereby affirm, under penalty of perjury, one of the following declarations:

- ☐ I have and will maintain a certificate of consent to self-insure for workers' compensation as provided by Section 3700 of the Labor Code for the duration of any business activities conducted for which this license is issued.
- ☐ I have and will maintain workers' compensation insurance as required by Section 3700 of the Labor Code.

Policy Number: _____ Insurance Carrier: _____

- ☐ I currently have NO employees, and I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of the State of California. I agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Name, Printed _____

Signature _____

Date _____

CERTIFICATION-MUST BE SIGNED & COMPLETED

I, the undersigned, in applying for a business license from the City of Crescent City, Certify under penalty of perjury that the information included with this application is true and accurate. I also understand that issuance of a City business license does not authorize a person to conduct an unlawful business or to conduct a business that is not in compliance with all other rules, regulations and statutes of the State of Local governments.

Name, Printed _____

Signature _____

Title _____

Date _____

SB1186

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$4 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.

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

The Department of Rehabilitation at www.rehab.cahwnet.gov

The California Commission on Disability Access at www.ccda.ca.gov

Important Information for the Business License Applicant:

For questions concerning completing your application call:

Business Licensing- (707)464-7483 EXT 25

Upon completion and filing of the business license application an invoice for any fees applicable will be emailed and mailed to you. **You can pay online at www.crescentcity.org or mail/deliver payment to City of Crescent City (address on page one).** Fees are prorated quarterly. If your start date is mid fiscal year your initial fees will be prorated accordingly. **You will not receive your business license until those fees are paid in full.** You may contact the business license department for any questions regarding fees, but the amount is calculated based on your application information so please be prepared to provide specific information for an estimate.

Any invoice that is not paid by the due date is subject to a 10% penalty each month for up to 50% of the total of the business license fees owed. Following the penalties if such fees are still delinquent you may be subject to an **administrative citation**. It is important that you keep in contact with our office if there are any changes which prevent you from paying.

Business licenses are renewed annually and expire June 30th each year (unless temporary license). You will automatically receive a renewal invoice in the mail. Do not ignore this invoice if you have ceased business and do not plan to renew for the upcoming fiscal year. **It is the responsibility of the business owner to notify the City of Crescent City of the cease of your business.**

If there are any changes to your business such as:

- Location of Business
- Number of Employees
- Business Owner
- Business Name
- Mailing Address/ Contact Information
- Number of Days to be Conducting Business within the City Limits
- If you are no longer in business within our City Limits

It is your responsibility to notify the City of Crescent City's Business License Department of any such changes as soon as possible.

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
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

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.

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.

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.

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.

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/cap/.

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.

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.