



Application for Business License
and
Business Information Packet



CITY OF GREENFIELD
DEPARTMENT OF COMMUNITY SERVICES
599 El Camino Real
Greenfield, CA 93927

APPLICATION FOR BUSINESS LICENSE

Business Name: _____

Name of Principal (s)/Owner (s): _____

Ownership: **(Circle One)** Sole / Corporation / Partnership / Limited Liability Corporation / Non-Profit

Non-Profit No. _____

Driver's License No. _____ State License No. _____

Federal ID #: _____ Social Security # _____

Business Address: _____ APN: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

Telephone: Business: (____) _____ Home/Cell: (____) _____

Name of Property Owner: _____ Telephone: (____) _____

Business Area: 1st Floor: _____ Sq. Ft. 2nd Floor: _____ Sq. Ft. # of Exits: _____

Check One: Single Tenant Building _____ Multi-Tenant Building _____

Parking Spaces (Do Not Include Parking in Street): Total _____ For Your Business _____

Proposed Use/Business Activities: Include a DETAILED description of all the products and/or services you intend to offer through this business:

Open: _____ Days per Week Hours of Operation: _____

of Employees (including Owner/Manager): Full Time: _____ Part Time: _____

Frequency of Deliveries: _____

Please describe how deliveries will be made (size of vehicle, unloading area and delivery times): _____

Check One: Existing Sign to be Refaced _____ New Sign _____ No Sign _____

Desired/Anticipated Opening Date: _____

Change of Location (Circle One): YES NO If Yes, Previous Address: _____

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PLEASE READ AND SIGN OTHER SIDE

THIS APPLICATION FORM IS FOR ISSUANCE OF A BUSINESS LICENSE ONLY. ISSUANCE OF A BUSINESS LICENSE DOES NOT AUTHORIZE CONSTRUCTION OR PHYSICAL OCCUPATION OF A STRUCTURE WHICH DOES NOT COMPLY WITH THE APPROPRIATE BUILDING CODES OR THE ESTABLISHMENT OF A NEW USE FOR WHICH A CONDITIONAL USE PERMIT IS REQUIRED. PHYSICAL IMPROVEMENTS OR CHANGES TO THE STRUCTURE OR THE INTERIOR OF THE BUILDING REQUIRE ISSUANCE OF A SEPARATE BUILDING PERMIT BEFORE THOSE IMPROVEMENTS CAN BE UNDERTAKEN.

I, THE UNDERSIGNED, UNDER PENALTY OF PERJURY, STATE THAT I AM THE APPLICANT FOR THIS BUSINESS LICENSE. THE INFORMATION FURNISHED BY ME ON THIS APPLICATION IS TRUE AND CORRECT. I HAVE EXECUTED A VALID LEASE AGREEMENT AND/OR HAVE THE WRITTEN APPROVAL OF THE PROPERTY OWNER TO APPLY FOR A BUSINESS LICENSE. I UNDERSTAND THE APPLICATION FEE IS NONREFUNDABLE.

Signature of Applicant _____

Date _____

IT IS YOUR RESPONSIBILITY TO NOTIFY THIS OFFICE IF YOU MOVE OR SELL THE BUSINESS OR MAKE ANY SUBSTANTIAL CHANGE TO THE BUSINESS.

THERE ARE NO REFUNDS ON BUSINESS LICENSE APPLICATIONS

FOR OFFICE USE ONLY

Reviewed by: _____ Date: _____

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New License/Change of Use, Location or Owner:

Change of Business Name:

Application Fee
Administrative Fee: \$100.00
Inspection Fee: 50.00
TOTAL: \$150.00

Application Fee
Administrative Fee: \$100.00
Inspection Fee: 50.00
TOTAL: \$150.00

Business License Fee: \$40.00 per Business Activity
Disability Access & Education Fee: \$4 per Business License Issued

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TOTAL PAID \$ _____

RECEIPT # _____

Received By: _____

Date: _____

License # _____ Issued _____ Expires _____

WORKERS' COMPENSATION DECLARATION

I HERBY 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 CALIFORNIA 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 CALIFORNIA LABOR CODE, FOR THE DURATION OF ANY BUSINESS ACTIVITIES CONDUCTED FOR WHICH THIS LICENSE IS ISSUED.

MY WORKERS' COMPENSATION INSURANCE INFORMATION IS:

CARRIER: _____

POLICY NUMBER: _____

- () 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 WORKERS' COMPENSATION LAWS OF CALIFORNIA, AND 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: _____

ADDRESS: _____

SIGNATURE: _____ DATE: _____

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO \$100,000, IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED BY SECTION 3706 OF THE CALIFORNIA LABOR CODE, INTEREST, AND ATTORNEY'S FEES

WELCOME TO GREENFIELD

Thank you for your interest in establishing a new business in Greenfield. To assist you in opening for business, the Department of Community Services has prepared the following answers to some of the most commonly asked questions. **Please do not hesitate to call us if you have additional questions.**

GENERAL STANDARDS

Every business is expected to meet certain minimum standards to operate in the City of Greenfield.

PREPARATION FOR OPENING YOUR BUSINESS

- Each business is licensed for a specific category or type of business activity (i.e., clothing store, accountant, florist, dry goods sales, etc.). A separate business license fee for multiple activities may be required for a single business location.
- Some businesses require more detailed review to ensure compliance with City Codes. In these cases, you will be asked to provide additional information, or you may need to apply for a **Use Permit** prior to opening your business. City staff will assist you through this process.
- Prior to opening for business, you must arrange for a building inspection by the City's Building Inspector and receive a Certificate of Occupancy. City staff will assist you in scheduling this inspection.

BUSINESS LICENSE TAXES

- Payment of Fees & Taxes:
 - Administrative Fee: A one-time, non-refundable administrative fee of \$100 shall be paid at the time of application, for the processing and related costs of issuing and renewing business licenses.
 - Inspection Fee: A non-refundable inspection fee of \$50 shall be paid at the time of application for a new license, and for any change of business name, use, location or owner, for a fixed place of business.
 - Business License Tax: Businesses in all categories shall remit an annual tax of \$40.00 per business activity.
 - Disability Access & Education Fee: As required by the State of California, a \$4 fee shall be paid for each business license.

SIGN STANDARDS

- All business signs, whether painted or attached to the building, require submission of a Sign Permit application and review and approval by the Community Services Department.
- No business may erect, move, alter, or replace any sign without City approval to ensure compliance City requirements.
- Window signs may not exceed a maximum per window coverage of ten percent (10%).
- The following Signs are prohibited in the City:
 - Animated, moving, flashing, blinking (intermittent light), fluctuating, reflecting, revolving, illuminated, or other similar signs, except time/temperature devices and holiday decorations;
 - Inflated signs, balloons, and figures;
 - Pole signs, except freeway/highway-oriented pole signs that may be allowed in nonresidential zoning districts subject to issuance of a conditional use permit;
 - Electronic reader board signs other than time/temperature signs and those serving a government function;
 - Roof signs erected and constructed on and/or over the roofline of a building and supported by the roof structure;
 - Signs that are unauthorized, temporary or permanent, and are affixed to trees and utility poles;
 - Signs emitting audible sounds, odors, or visible matter. Only menu/order board signs may emit sounds, but only as part of their primary function;
 - Signs erected in such a manner that a portion of its surface or supports will interfere with the use of fire escapes, standpipes, or emergency exits from a structure or site;
 - Signs erected without the consent/permission of the owner (or his/her agent) of the property on which the sign is located;
 - Signs on public property or within the public right of way
 - Signs which imitate or resemble official traffic warning devices or signs, that by color, location, content, or lighting may confuse or disorient vehicular or pedestrian traffic

- Vehicle signs where the primary purpose of the vehicle is advertising matter.
- Offsite commercial signs.

REMODELS AND EXTERIOR CHANGES

- A building permit is required for all interior remodels including the installation of new lights, removal of walls, construction of new walls, plumbing changes, etc. Please consult the Building Department for the required plans to be submitted prior to receiving your business license.

SELLERS PERMIT

- Please be aware that a sales or use tax may apply to your business activities. You may seek written advice regarding this tax by writing to the nearest Board of Equalization office at the State Board of Equalization, 950 E. Blanco Road, Suite 202, Salinas, CA 93901, (831) 754-4500.

ALARMS

- Business owners are responsible for maintaining in good repair any fire or police alarm systems installed in their business. Please check installed alarms periodically and avoid false alarms which are costly and may compromise police and fire services.

BUILDING MODIFICATIONS

- No building or structure shall be constructed, erected, removed to, enlarged or remodeled, and no building permit shall be issued therefore on any lot or parcel of land if such lot or parcel abuts a street which is not widened and improved to City standards or under contract for such improvement.
- Where an existing nonresidential development proposes building modifications that increase the building square footage by ten percent (10%) or more, the Community Services Director must review and approve the existing landscape to ensure compliance with City requirements.
- Whenever an existing building or structure is modified such that it results in an increase of more than ten percent (10%) in the number of off-street parking spaces required, additional off-street parking spaces must be provided in accordance with City requirements.

OUTDOOR LIGHT FIXTURES

- The following Outdoor Light Fixtures are prohibited in the City:
 - Neon tubing or band lighting along building structures as articulation.

- Searchlights.
- Illumination of entire buildings. Building illumination shall be limited to security lighting and lighting of architectural features authorized by the designated approving authority in conjunction with the required development permit(s).
- Roof mounted lights except for security purposes with motion detection and full shielding so that the glare of the light source is not visible from any public right of way.
- Any light that imitates or causes visual interference with a traffic signal or other necessary safety or emergency light.

PARKING LOT REQUIREMENTS

- New parking lot design and modifications to existing parking lots areas in conjunction with a substantial change in use to an existing structure must be approved and reviewed in conjunction with the building permit and any other land use or development permit which may be required for the project.
- Modification or improvement to an existing parking lot area that impacts the parking space layout, configuration, or number of stalls requires zoning clearance approval and review for initial paving, resurfacing, and or restriping of off street parking areas that alter the number and/or configuration of parking spaces or corresponding landscape planters for all nonresidential uses.
- Parking facilities may only be used for automobile parking. No sale, dead storage, repair work, dismantling, or servicing of any kind is permitted without City approval.
- All retail and wholesale stores, warehouses, supply houses, buildings devoted to the manufacturing trade, hotels, hospitals or other buildings where large amounts of goods are received or shipped must provide loading and unloading space adequate to handle the volume of truck traffic and loading requirements.
- At a minimum, one loading space (dock or parking space) must be provided for all commercial and industrial buildings in excess of ten thousand (10,000) square feet plus one additional space for every additional twenty thousand (20,000) square feet of floor area.

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/cpcfca/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.

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.