



# CITY OF HEALDSBURG

Business License/Finance Department

401 Grove Street

Healdsburg, CA 95448

Phone: (707) 431-3304

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[businesslicense@ci.healdsburg.ca.us](mailto:businesslicense@ci.healdsburg.ca.us)

Visit us at [www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us)

## City of Healdsburg Business within City Limits

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### APPLICANT

Applicant's Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Direct Phone: (\_\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_\_) \_\_\_\_\_

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### BUSINESS INFORMATION

Business Legal Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Physical Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: (\_\_\_\_\_) \_\_\_\_\_ Date Business Opened: \_\_\_\_\_

Social Sec/Fed Tax ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Space Sq. Ft.: \_\_\_\_\_ No of Employees: \_\_\_\_\_

Nature of Business (please be specific): \_\_\_\_\_

\_\_\_\_\_

Hazardous Materials (sample list available on City website):  No  Yes

If "Yes" please list: \_\_\_\_\_

\_\_\_\_\_

Non-Domestic Sewer Discharge:  No  Yes

If "Yes" please explain: \_\_\_\_\_

\_\_\_\_\_

Please be advised, if "Yes" completion of a Discharge Permit Application may be required.

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**GROSS REVENUE/PER ITEM COUNT**

(Please mark/complete all that apply)

- Retail \$ \_\_\_\_\_     Wholesale \$ \_\_\_\_\_     Service \$ \_\_\_\_\_
- Manufacturing \$ \_\_\_\_\_     Game Machine \$ \_\_\_\_\_     Vending Machine \$ \_\_\_\_\_
- Delivery \$ \_\_\_\_\_ and # of Vehicles \_\_\_\_\_     Other \$ \_\_\_\_\_
- Professional \$ \_\_\_\_\_ and # of Professionals \_\_\_\_\_
- Contractor \$ \_\_\_\_\_ and Contractor License # \_\_\_\_\_
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**OWNER INFORMATION**

- Sole Proprietor     Partnership     Limited Liability Company     Corporation     Non-Profit

1) Owner/Officer Name(s): \_\_\_\_\_ Title \_\_\_\_\_

Direct Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

2) Owner/Officer Name(s): \_\_\_\_\_ Title \_\_\_\_\_

Direct Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

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**EMERGENCY CONTACT(S)**

The Healdsburg Police Department requests emergency contact information solely in the event of an emergency (i.e., burglary, damage to a business, an alarm, a fire, etc.). The information provided will be held in the strictest of confidence. Please provide at least two (2) contacts.

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Days & Hours of Operation: \_\_\_\_\_

Alarm:     No     Yes    Audible:     No     Yes

As an added form of communication in the event of a City emergency, we encourage you to take advantage of the NIXLE Communication Alert System which the City utilizes to send emergency notifications. Registration is free, simply go to NIXLE.com and register for email, phone calls or text, or text your zip code to 888-777 and receive text message alerts.

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## ZONING CLEARANCE

Prior use of the space (if known): \_\_\_\_\_

Are any interior or exterior alternations proposed for the property or building?  No  Yes

If "Yes" please explain: \_\_\_\_\_

Are any outside activities proposed (i.e., storage, sales, patio seating, etc.)?  No  Yes

If "Yes" please explain: \_\_\_\_\_

Number of parking spaces on property: \_\_\_\_\_ Number available to your business: \_\_\_\_\_

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## SIGN REGULATIONS

- All signs require an approved sign permit before they can be installed.
  - Temporary signs such as banners also require an approved temporary sign permit before being installed and may be on display for no longer than 30 days. Their size depends on the business frontage but they cannot exceed 50 square feet.
  - Sandwich boards, and "A" frame or any other types of free standing signs are prohibited in the City.
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## BUILDING ALTERATIONS

**Will you need a tenant improvement permit?** Generally a tenant improvement permit is required for construction to remodel, renovate, repair or improve an existing or new commercial space in preparation for use by a new occupant. This includes work on new electrical circuits & outlets, light fixtures, HVAC, plumbing, addition or removal of interior walls/partitions, new customer counter, etc.

**Do I need approval to make changes to the exterior of a building?** Prior to installation or construction, contact the Planning and Building Department. A building permit may be required for items such as installation of awnings, signs mounted to walls, exterior lighting, etc.

**When is an encroachment permit required?** An encroachment permit may be required if any work or staging of work will be on a public right-of-way.

**Do I need to make my business accessible to persons with disabilities?** Section 11B-202 of the California Building Code requires that when making improvements to an existing commercial space, the area being remodeled and other portions of the building, including access to the entrance of the building, are required to be made accessible to those with disabilities. These requirements apply to the specific area of alteration, structural repair, addition, as well as the primary path of travel to the area of improvement.

**Where do I get a permit?** Permits are issued by the Planning and Building Department. To apply, or for more information on permits, please call (707) 431-3346 or visit the Community Development Center located behind City Hall at 435 Allen Court.

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**APPLICANT STATEMENT**

I hereby certify under penalty of perjury that the information provided within this application is true and correct to the best of my knowledge. I understand that if there is a change which would material affect any information provided above, I will inform the City and apply for the appropriate permits, if required.

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**Applicant's Signature**

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**Date**

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**FOR STAFF USE ONLY**

Sewer Strength Factor:  Low  Medium  High

Planning Clearance: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works Clearance: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Clearance: \_\_\_\_\_ Date: \_\_\_\_\_

Parcel #: \_\_\_\_\_ NAICS Code: \_\_\_\_\_

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# City of Healdsburg Hazardous Materials List

Please mark any and all hazardous materials:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Acetone                            | <input type="checkbox"/> Hydrochloric Acid  | <input type="checkbox"/> Solvents (specify)                    |
| <input type="checkbox"/> Acetylene Gas                      | <input type="checkbox"/> Hydrogen (in cylinders)  | <input type="checkbox"/> Sulfuric Acid                         |
| <input type="checkbox"/> Adhesives (specify)                | <input type="checkbox"/> Inks (specify)   | <input type="checkbox"/> Thinner, Paint/Lacquer                |
| <input type="checkbox"/> Aluminum Etching Agent             | <input type="checkbox"/> Kerosene   | <input type="checkbox"/> Turpentine                            |
| <input type="checkbox"/> Ammonia                            | <input type="checkbox"/> Lime (Calcium Oxide)   | <input type="checkbox"/> Gum Spirits                           |
| <input type="checkbox"/> Anti-Freeze                        | <input type="checkbox"/> Lye (Sodium Hydroxide,<br>Potassium Hydroxide)   | <input type="checkbox"/> Oil of Turpentine                     |
| <input type="checkbox"/> Arsenic Compounds                  | <input type="checkbox"/> Magnesium  | <input type="checkbox"/> Varnishes                             |
| <input type="checkbox"/> Asbestos                           | <input type="checkbox"/> Methanol (Methyl Alcohol)  | <input type="checkbox"/> Water Proofing Agents (specify)       |
| <input type="checkbox"/> Benzene (in cylinders)             | <input type="checkbox"/> Methyl Ethyl Ketone<br>(2-butanone)  | <input type="checkbox"/> Wood Alcohol (Methanol)               |
| <input type="checkbox"/> Bleaching Agents                   | <input type="checkbox"/> Motor Oil additive   | <input type="checkbox"/> Wood Preservative                     |
| <input type="checkbox"/> Carbon Black                       | <input type="checkbox"/> Muriatic Acid<br>(Hydrochloric Acid)   | <input type="checkbox"/> Xylene                                |
| <input type="checkbox"/> Carbon Monoxide                    | <input type="checkbox"/> Nitroglycerine   | <input type="checkbox"/> Etching Agents                        |
| <input type="checkbox"/> Caustic Soda<br>(Sodium Hydroxide) | <input type="checkbox"/> Oxalic Acid  | <input type="checkbox"/> Polishes for metal floors             |
| <input type="checkbox"/> Chromate salts                     | <input type="checkbox"/> Paint Remover/Stripper   | <input type="checkbox"/> Propanol                              |
| <input type="checkbox"/> Chromium                           | <input type="checkbox"/> Paints/Lacquers  | <input type="checkbox"/> Flux (Zinc Chloride, fluorides, etc.) |
| <input type="checkbox"/> Cobalt                             | <input type="checkbox"/> Pentachlorophenol  | <input type="checkbox"/> Shellac                               |
| <input type="checkbox"/> Cresol                             | <input type="checkbox"/> Photographic developers and fixers   | <input type="checkbox"/> Diesel Gas, Diesel Oil                |
| <input type="checkbox"/> Cutting Oil                        | <input type="checkbox"/> Photogravure Ink<br>(copy machine)   | <input type="checkbox"/> Ethyl Alcohol                         |
| <input type="checkbox"/> De-emulsifier for oil<br>(specify) | <input type="checkbox"/> Other substances that may be considered corrosives,<br>oxidizers, radio-active, or toxic. Please list below: | <input type="checkbox"/> Freon 20, R20                         |
| <input type="checkbox"/> Graphite                           |   | <input type="checkbox"/> Gasoline (petrol, ethyl)              |

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## Schedule of Rates

### Healdsburg Municipal Code, Chapter 5

Business' may have more than one (1) type of business tax classification.

Taxes are based on a year's period of time and paid in advance of anticipated gross receipts and subject to correction or confirmation the following year.

The annual business license period is July 1st through June 30th. Depending on the opening date of your business, license fees may be pro-rated on a quarterly basis. Contractors are exempt from pro-ration.

The following businesses are EXEMPT from fees: *banks, insurance companies, non-profit organizations, warehouses/storage facilities, secondary locations where all business revenue are reported through a primary location.*

Service			Wholesale/Manufacturing			Per Item				
Gross Receipts		Tax	Gross Receipts		Tax					
\$ -	\$ 9,999	\$ 15.00	\$ -	\$ 99,999	\$ 35.00	<b><u>Coin or Token Game Machines</u></b>				
10,000	24,999	\$ 40.00	100,000	199,999	\$ 50.00	1.5% of Gross Receipts				
25,000	49,999	\$ 75.00	200,000	299,999	\$ 85.00	<b><u>Coin or Token Vending Machines</u></b>				
50,000	74,999	\$ 105.00	300,000	399,999	\$ 115.00	1% of Gross Receipts				
75,000	99,999	\$ 130.00	400,000	499,999	\$ 150.00	<b><u>Barbershops &amp; Beauty Salons</u></b>				
100,000	149,999	\$ 175.00	500,000	599,999	\$ 185.00	Per Chair	\$	10.00		
150,000	199,999	\$ 215.00	600,000	999,999	\$ 235.00	<b><u>Hotel, Motel, B&amp;B Inns, RV's</u></b>				
200,000	and over	\$ 250.00	1,000,000	and over	\$ 330.00	For the first 10 units		\$	25.00	
						Each additional unit		\$	2.00	
						Max for Hospitals		\$	250.00	
						<b><u>Auto Rentals</u></b>				
						First Vehicle		\$	25.00	
						Each additional vehicle		\$	10.00	
						<b><u>Transportation</u></b>				
						For delivery trucks, taxicabs, ambulance, and bus transportation.				
						Each vehicle		\$	25.00	
Retail			Contractor			Professional				
Gross Receipts		Tax	Gross Receipts		Tax	# of Professionals in Office				
\$ -	\$ 14,999	\$ 25.00	\$ -	\$ 9,999	\$ 16.00					
15,000	44,999	\$ 35.00	10,000	49,999	\$ 35.00	1	2	3	4	
45,000	99,999	\$ 50.00	50,000	99,999	\$ 50.00	\$ 65.00	\$ 130.00	\$ 195.00	\$ 260.00	
100,000	149,999	\$ 75.00	100,000	149,999	\$ 85.00	\$ 100.00	\$ 165.00	\$ 230.00	\$ 295.00	
150,000	174,999	\$ 125.00	150,000	199,999	\$ 115.00	\$ 135.00	\$ 200.00	\$ 265.00	\$ 330.00	
175,000	199,999	\$ 150.00	200,000	249,999	\$ 150.00	\$ 185.00	\$ 265.00	\$ 330.00	\$ 395.00	
200,000	224,999	\$ 175.00	250,000	299,999	\$ 185.00	\$ 200.00	\$ 265.00	\$ 330.00	\$ 395.00	
225,000	249,999	\$ 200.00	300,000	399,999	\$ 250.00	\$ 200.00	\$ 265.00	\$ 330.00	\$ 395.00	
250,000	299,999	\$ 220.00	400,000	499,999	\$ 300.00					
300,000	349,999	\$ 240.00	500,000	599,999	\$ 365.00					
350,000	399,999	\$ 260.00	600,000	699,999	\$ 430.00					
400,000	449,999	\$ 280.00	700,000	799,999	\$ 500.00					
450,000	499,999	\$ 300.00	800,000	899,999	\$ 565.00					
500,000	599,999	\$ 320.00	900,000	999,999	\$ 630.00					
600,000	699,999	\$ 340.00	1,000,000	and over	\$ 665.00					
700,000	799,999	\$ 360.00								
800,000	899,999	\$ 380.00								
900,000	and over	\$ 400.00								
<i>The following qualify as Professional: Accountants, Appraisers, Architects, Attorney's, Dentists, Engineers, Finance Companies, Investment Brokers, Mortuaries, Physicians, Suvveyors and Veterinarians.</i>										

In addition to applicable license fee(s) above, **a mandatory CA SB-1186 \$4.00 fee will be charged per license.** The purpose of the state fee is to increase disability access and compliance with construction related accessibility requirements and to develop educational resouces for businesses in order to facilitate compliance with federal and state disability laws.

If you have any questions, please call 707-431-3304.