



CITY OF HEALDSBURG

Business License/Finance Department

401 Grove Street

Healdsburg, CA 95448

Phone: (707) 431-3304

Fax: (707) 431-3171

businesslicense@ci.healdsburg.ca.us

Visit us at www.ci.healdsburg.ca.us

City of Healdsburg Business within City Limits

APPLICANT

Applicant's Name: _____

Title: _____ E-Mail: _____

Direct Phone: (_____) _____ Facsimile: (_____) _____

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.

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 # _____
-

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: _____

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.

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: _____

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, additions, as well as the primary path of travel to the area of improvements.

Where do I get a permit? Permits are issued by the Planning and Building Department, Building. To apply, or for more information on permits, please call (707) 431-3346 or visit the Community Development Center located @ 401 Grove Street, Healdsburg.

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.

Applicant's Signature

Date

FOR STAFF USE ONLY

Sewer Strength Factor: Low Medium High

Planning Clearance: _____ Date: _____

Public Works Clearance: _____ Date: _____

Fire Clearance: _____ Date: _____

Parcel #: _____ NAICS Code: _____

City of Healdsburg Hazardous Materials List

Please mark any and all hazardous materials:

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

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 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	<u>Coin or Token Game Machines</u>			
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	<u>Coin or Token Vending Machines</u>			
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	<u>Barbershops & Beauty Salons</u>			
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	<u>Motels, B&B Inns, RV's, Hospitals</u>			
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			
Retail			Contractor			<u>Auto Rentals</u>			
Gross Receipts		Tax	Gross Receipts		Tax	First Vehicle \$ 25.00			
\$ -	\$ 14,999	\$ 25.00	\$ -	\$ 9,999	\$ 16.00	Each additional vehicle \$ 10.00			
15,000	44,999	\$ 35.00	10,000	49,999	\$ 35.00	<u>Transportation</u>			
45,000	99,999	\$ 50.00	50,000	99,999	\$ 50.00	For delivery trucks, taxicabs, ambulance, and bus transportation.			
100,000	149,999	\$ 75.00	100,000	149,999	\$ 85.00	Each vehicle \$ 25.00			
150,000	174,999	\$ 125.00	150,000	199,999	\$ 115.00				
175,000	199,999	\$ 150.00	200,000	249,999	\$ 150.00				
200,000	224,999	\$ 175.00	250,000	299,999	\$ 185.00				
225,000	249,999	\$ 200.00	300,000	399,999	\$ 250.00				
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				<u>Professional</u>			
800,000	899,999	\$ 380.00	Gross Receipts		# of Professionals in Office				
900,000	and over	\$ 400.00			1	2	3	4	
			\$ -	\$ 29,999	\$ 65.00	\$ 130.00	\$ 195.00	\$ 260.00	
			30,000	39,999	\$ 100.00	\$ 165.00	\$ 230.00	\$ 295.00	
			40,000	49,999	\$ 135.00	\$ 200.00	\$ 265.00	\$ 330.00	
			50,000	and over	\$ 200.00	\$ 265.00	\$ 330.00	\$ 395.00	
<i>The following qualify as Professional: Accountants, Appraisers, Architects, Attorney's, Dentists, Engineers, Finance Companies, Investment Brokers, Mortuaries, Physicians, Surveyors 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 resources for businesses in order to facilitate compliance with federal and state disability laws.

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

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](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov
[www.cdda.ca.gov/resour
ces-menu/](http://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, if 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 like 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.