



CITY OF SAND CITY

1 Pendergrass Way Sand City, CA 93955
Phone (831) 394-3054 • Fax (831) 394-2472

BUSINESS LICENSE APPLICATION

Please Check One	
New Business	<input type="checkbox"/>
Change of Owner	<input type="checkbox"/>
Change of Address	<input type="checkbox"/>
Change of Business Name	<input type="checkbox"/>
Home Occupation Business	<input type="checkbox"/>
One-Time Job in Sand City	<input type="checkbox"/>

PLEASE TYPE OR PRINT CLEARLY:

Business Name _____
(Include DBA)

Business Location _____
(Not P.O. Box)

City _____ State _____ Zip _____

Mailing Address _____
(if Different)

City _____ State _____ Zip _____

Bus. Phone _____ **Bus. Fax** _____

Business Website _____

Email Address _____

Business Start Date: _____	Description of Business _____
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OFFICIAL USE ONLY

BUSINESS LICENSE NO. _____

EXPIRATION DATE _____

AMOUNT PAID \$ _____

DATE PAID _____ CASH CHECK

RECEIPT NO. _____

CITY APPROVALS • SIGN & DATE

APPROVED:	SIGNED:
Planning: YES <input type="checkbox"/> No <input type="checkbox"/>	_____
Building: YES <input type="checkbox"/> No <input type="checkbox"/>	_____
Fire: YES <input type="checkbox"/> No <input type="checkbox"/>	_____
Health: YES <input type="checkbox"/> No <input type="checkbox"/>	_____

Ownership Corporation Limited Liability Corp. Partnership Sole Proprietor Trust Limited Partnership

State Lic. No. _____ Lic. Type _____ Expiration Date _____ Zoning Permit Issued? Yes No

Resale No. _____ Federal ID No. _____ State ID No. _____

ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS - Attach additional page if necessary

Primary Business Contact Person Name _____ **Phone ()** _____

Home Address _____ **Title** _____ **Phone ()** _____

City _____ State _____ **Cell Phone ()** _____

Driver Lic. No. _____ **Social Security No.** _____

Owner Name _____ **Phone ()** _____

Home Address _____ **Cell Phone ()** _____

City _____ State _____

Driver Lic. No. _____ **Social Security No.** _____

EMERGENCY CONTACT (Person with building access)

Name _____ **Phone ()** _____

Address _____ **Cell Phone ()** _____

ALARM COMPANY: (If applicable)

Name _____ **Contact** _____ **Phone ()** _____

Address _____ **Licenses No.** _____

NEW BUSINESS

Estimated Gross Receipts from Opening Date through June 30 of the Current Fiscal Year \$ _____

EXISTING BUSINESS:

Total Gross Receipts from July 1, _____ through June 30, _____ \$ _____
(year) (year)

ONE-TIME JOB ONLY:

Estimated Total Receipts from one-time job only \$ _____

If your principal business is inside of Sand City, PLEASE CALCULATE AMOUNT DUE BELOW:

GROSS RECEIPTS FEE	\$	150.00
First \$100,000 of receipts	\$	
Balance over \$100,000 x .0011	\$	
TOTAL GROSS RECEIPTS FEE	\$	

License Fee	\$	
Employee / Units / Vehicle Fee	\$	
Other Fees	\$	
Penalty Fee, if applicable	\$	
State CASp Fee	\$	4.00
TOTAL AMOUNT DUE	\$	

No. of Units: _____ **Business Square Feet:** _____

No. of Employees: Full-time _____ Part-Time _____

No. of Coin-Operated Machines: _____

No. of Vehicles: _____ **Vehicle License No.** _____
(Attach additional page if necessary)

*NOTICE: 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.ca.gov - The California Commission on Disability Access at www.cdda.ca.gov.

PLEASE COMPLETE ADDITIONAL INFORMATION ON REVERSE SIDE



CITY OF SAND CITY

BUSINESS LICENSE INFORMATION

IMPORTANT INFORMATION - PLEASE READ CAREFULLY:

- The City of Sand City requires a business license to operate any type of business in the City. You may not operate your business until such time that all City requirements are met, business license fees are paid, and you have been issued a business license certificate by the City.
- **IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT ALL NECESSARY CLEARANCES AND/OR PERMITS ARE OBTAINED FROM THE VARIOUS CITY DEPARTMENTS; i.e.; Building, Engineering, Planning, Police, Fire, etc.** The applicant must conform to all existing zoning ordinances set forth by the Planning Department. Check with each department to set up a date for inspection or to obtain information regarding your particular business operation and location.
- **WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE FOR EMPLOYEES 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 FOR IN SECTION 3706 OF THE CALIFORNIA LABOR CODE, INTEREST, AND ATTORNEY'S FEES.**
- The License Fee is due July 1 and is delinquent on August 1. Penalties are 25% per month, up to 50% of fee.
- You must check with the State Board of Equalization to see if you are required to have a Seller's Permit. No business license will be issued until a Seller's Permit number is provided to the City.
- It is the responsibility of the business owner to notify the Business License Office immediately if there are any changes to the business entity from the information submitted on this application.
- Our goal is to issue your business license as quickly as possible. In order to do so, we ask that you be specific and provide complete information below. If the information requested is not applicable to your business, leave the space blank. The information provided will be held in strict confidence and will be used only for official City business.
- If the application is withdrawn after processing for any reason, the application fee is non-refundable.

PLEASE PROVIDE INFORMATION ABOUT YOUR BUSINESS AS REQUESTED BELOW

CHECK ONE OF THE FOLLOWING:	COMMERCIAL PROPERTY RENTALS																					
<p> <input type="checkbox"/> Retail Business <input type="checkbox"/> Wholesale Business } Fee based on <input type="checkbox"/> Service } Gross Receipts </p> <p> <input type="checkbox"/> Open Storage _____ sq. ft. @ \$.12 cents per square foot <input type="checkbox"/> Close Storage _____ sq. ft. @ \$.12 cents per square foot (\$50.00 minimum fee for both open and closed storage) </p> <p> <input type="checkbox"/> Residential Rental - \$5.00 per rental unit <input type="checkbox"/> Commercial Rental - \$25.00 per rental unit </p> <p>Vehicles:</p> <p> <input type="checkbox"/> Delivery of gasoline, oil or other petroleum products - \$60.00 per vehicle <input type="checkbox"/> Wholesale pickup/delivery (other than produce) - \$40.00 per vehicle <input type="checkbox"/> All other vehicles - \$30.00 per vehicle </p> <p> <input type="checkbox"/> Vending Machines - \$5.00 per machine <input type="checkbox"/> Consultant - \$25.00 minimum fee <input type="checkbox"/> Developer - \$250.00 <input type="checkbox"/> One-time Job, short-term, few days - \$50.00 Name and location of job: _____ _____ </p> <p> <input type="checkbox"/> Other - explain: _____ </p>	<p>If you rent commercial property to a business, please complete the information below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name of Business Currently renting or sub-leasing premises</th> <th style="width: 20%;">Street Address & Suite No.</th> <th style="width: 20%;">Date Lease Began</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>List below the name and address of person(s) from whom you rent spaces.</p> <p>_____</p> <p>_____</p>	Name of Business Currently renting or sub-leasing premises	Street Address & Suite No.	Date Lease Began																		
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CONTRACTORS	PRINCIPAL BUSINESS OUTSIDE OF SAND CITY																					
<p>Will you be using Sub-Contractors for this job? Yes _____ No _____</p> <p>Please list below all Sub-Contractors you will be employing for each job:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Business License fees must also be paid by businesses located in Sand City that conduct most of their business activity outside of Sand City limits. Sand City business license fees must be paid on 15% of the business conducted outside of Sand City as shown below.</p> <p>Example: Total Gross Receipts are \$1,300,000 with \$500,000 earned inside Sand City and \$800,000 earned outside Sand City</p> <table style="width: 100%;"> <tr> <td>Fee for the first \$100,000 of Gross Receipts</td> <td style="text-align: right;">= \$150.00</td> </tr> <tr> <td>plus \$400,000 inside Sand City x .0011 fee</td> <td style="text-align: right;">= 440.00</td> </tr> <tr> <td>plus fee for 15% of \$800,000 outside Sand City: .15 x \$800,000 = 120,000 x .0011 fee</td> <td style="text-align: right;">= <u>+132.00</u></td> </tr> <tr> <td>Total due for \$500,000 Gross Receipts inside Sand City and \$800,000 Gross Receipts outside Sand City limits</td> <td style="text-align: right;">= \$722.00</td> </tr> </table> <p>Verification of Business License fees paid outside of Sand City must be included with this application.</p>	Fee for the first \$100,000 of Gross Receipts	= \$150.00	plus \$400,000 inside Sand City x .0011 fee	= 440.00	plus fee for 15% of \$800,000 outside Sand City: .15 x \$800,000 = 120,000 x .0011 fee	= <u>+132.00</u>	Total due for \$500,000 Gross Receipts inside Sand City and \$800,000 Gross Receipts outside Sand City limits	= \$722.00													
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<p>I hereby certify, under penalty of perjury, that the information contained in this application and any attachments is true and complete to the best of my knowledge. I agree to comply with all applicable laws and ordinances regulating the operation of this business.</p>																						
Signature of Owner or Representative	Print Name																					
_____	_____																					
Title	Date																					
_____	_____																					
<p>RETURN COMPLETED FORM TO ADDRESS ON REVERSE SIDE WITH A CHECK MADE PAYABLE TO THE CITY OF SAND CITY</p>																						

Sand City Chamber of Commerce

505 Broadway Ave. Seaside, California 93955

(831) 394-6501 Tel (831) 393-0645 Fax

www.SandCityChamberOfCommerce.org - info@TheChamberOffice.org

NEW MEMBERSHIP LETTER

On behalf of the Board of Directors of the *Sand City Chamber of Commerce*, we would like to extend a special invitation to join the *Sand City Chamber of Commerce*.

The *Sand City Chamber of Commerce* is not only here to promote commerce within Sand City, but, to also help make Sand City a better place to live and work.

Please check out our website: www.SandCityChamberOfCommerce.org

When you become a member you will receive a beautiful Membership Plaque and window decal and a listing on our Chamber's website. Please make sure that you are listed correctly. Please feel free to call us with any corrections. Also, please let us know if you have any ideas or suggestions to make our website better. While you're at it, maybe you would like to have a Chamber Mixer or a Ribbon Cutting ceremony. Just let us know.

SPECIAL '3' FOR THE PRICE OF 1 BONUS: When you join the *Sand City Chamber of Commerce* you automatically become a member of the *Seaside Chamber of Commerce* and the *Del Rey Oaks Chamber of Commerce* too.

Our membership fee for a business with NO employees is \$100.00 per year. For a business with 1 to 5 employees the yearly fee is \$150.00. For others please call us at (831) 394-6501.

Please fill out the Membership Application on the other side and return it either in person or mail it to the address above.

Please call us about our 'FREE' video offer for Chamber Members. It really is a great feature of the Sand City Chamber of Commerce. Please check out fairly new and in progress website at www.SandCityTelevisionChannel.com.

We have our Board meetings on the third Wednesdays of each month in the mornings at 9:30. Meetings last about 1 hour. We meet at our Chamber office at 505 Broadway, at the corner of Del Monte, in Seaside. Please give serious thought to becoming a Board Member.

Thank you for the time,

Jim Vossen / Executive Director
Sand City Chamber of Commerce

Sand City Chamber of Commerce

505 Broadway Ave. Seaside, California 93955

(831) 394-6501 Tel (831) 393-0645 Fax

www.SandCityChamberOfCommerce.org - info@TheChamberOffice.org

MEMBERSHIP APPLICATION

Business:

Organization:

Individual:

Address:

City / State / Zip:

Phone:

Fax:

Website: www.

Category:

Billing Address:

City / State / Zip:

Contact:

Title:

Email Address:

@

Application Date:

Activation Date:

Number of Employees:

Application Type:

Membership Dues:

Due Date:

Notes:

Starting a Business in Monterey County

BUSINESS LICENSES REQUIRED FOR INCORPORATED CITIES

If you are going to do business in a city or have a fixed place of business there, apply for your license at the city offices, tax and license division, or contact the city clerk. License rates and permit requirements vary by city.

If your business will be based in one city, but you plan to operate in several cities, you may need a license from each city. To be sure, check with each city where you intend to operate. Licenses are issued for a fiscal year with the fee based on gross receipts for most retail and wholesale businesses, the number of employees, or a flat rate for specific businesses.

ZONING REQUIREMENTS AND USE PERMITS

Contact the zoning department of the city in which your business will be located (or the Monterey County Zoning Dept. for businesses in unincorporated areas) to be certain that your business location is zoned for your particular type of business. A use permit may also be required. Ask if there are any access issues related to the Americans with Disabilities Act (ADA) pertaining to your proposed location and operation.

FOR BUSINESSES LOCATED IN AN UNINCORPORATED AREA OF THE COUNTY

Monterey County does not issue business licenses, but permits are required for certain businesses. Monterey County has established a business services unit to consolidated information (www.co.monterey.ca.us/admin/business-services.htm). The county recommends that a business owner meet with a planner to discuss the proposed business operation and location. The planner will advise what permits are required to be in compliance. The planning office is located at 168 W. Alisal St., 2nd floor in the Monterey County Government Center – Administration Building, (831) 755-5025. A phone call to discuss the business prior to meeting with a planner is recommended.

IF YOU WILL BE SELLING FOOD

You will need a permit from the Monterey County Health Department, 1270 Natividad Rd, Salinas 93906, (831) 755-4500 or (831) 647-7650.

FICTITIOUS BUSINESS NAME

Most businesses, whether located in the incorporated or unincorporated areas of the county are required to file a Petition of Fictitious Business Name with the County Clerk's office in Salinas. A fictitious business name is defined by Monterey County as "a business name that does not include the surname of the individual owner, and each of the partners or the nature of the business is not clearly evident by the name", or in the case of a corporation, "any name other than the exact corporate name as stated in the articles of incorporation." Forms can be obtained from the Recorder-County Clerk's office, or from www.co.monterey.ca.us/recorder/ficbusnm.htm. You will need to search the county's name registry to be sure your business name does not conflict with an existing name. The website above will explain how this works. Please note that registration of a fictitious name does not guarantee exclusive use of that name. You will also be required to publish a legal notice of your business name in a local paper of general circulation. Some newspapers will assist you in filing the petition with your order for publication of the notice.

STATE LICENSES

In addition to licenses and permits noted above, certain professions and designated businesses require state licenses. Information on what might be required for your business can be found at www.calgold.ca.gov, a site which describes licensing and permit requirements for specific business types in your specific location. You may also find helpful information and links at the Secretary of State's website, www.sos.ca.gov.

SELLER'S PERMIT AND RESALE NUMBER

Retailers, wholesalers, and manufacturers must obtain seller's permits from the California State Board of Equalization, 111 E. Navajo Drive, Salinas, or by calling (831) 443-3003 or online at www.boe.ca.gov. Retail sellers are required to collect California sales tax on their gross receipts and are required to deposit an amount equal to the expected tax on future sales. The Board issues all sellers a resale number, which enables a reseller to buy merchandise without paying sales tax. Due to the complexities of California sales tax policy, it is important to study and understand this policy and how it relates to your particular business prior to applying for a seller's permit and paying a deposit. You may wish to consult a qualified accountant before proceeding.

REQUIREMENTS IF YOU WILL HAVE EMPLOYEES

Contact the Internal Revenue Service and apply for an employer identification number (EIN or SSN), which is required for the withholding of federal income taxes, FUTA and FICA. Instructions are available at www.irs.gov, or by phone at (800) 829-1040.

File with the Employment Tax Section of the California Employment Development Department, www.edd.ca.gov, (888) 745-3886. After filing you will be responsible for the payment of state payroll taxes, which consist of unemployment insurance (UI), employee training tax (ETT), both of which are paid by the employer, as well as state disability insurance (SDI) and personal income tax (PIT), which are withheld from employees' wages.

Workers' Compensation Insurance for your employees is required under California law. This can be done through your insurance agent or through a state sponsored plan created for very small businesses, the State Compensation Insurance Fund, www.statefundca.com, or (877) 405-4545.

You should become familiar with the Occupational Safety and Health Act (OSHA), and also CAL-OSHA, which set safety and health standards in places of employment. Fines for noncompliance can be steep. Information on safety and reporting requirements, as well as other labor issues is available from the California Department of Industrial Relations, www.dir.ca.gov.

CONTACT INFORMATION

Websites and main telephone numbers for cities in Monterey County and the County are shown below. Many websites provide detailed information about licenses, permits, and zoning requirements.

Carmel-by-the-Sea www.ci.carmel.ca.us (831) 620-2000

Del Rey Oaks www.delreyoaks.org (831) 394-8511

Gonzales www.ci.gonzales.ca.us (831) 675-5000

Greenfield www.ci.greenfield.ca.us (831) 674-5591

King City www.kingcity.com (831) 385-3281

Marina www.ci.marina.ca.us (831) 884-1278

Monterey www.ci.monterey.ca.us (831) 646-3935

Pacific Grove www.ci.pg.ca.us (831) 648-3100

Salinas www.ci.salinas.ca.us (831) 758-7381

Sand City www.sandcity.org (831) 394-3054

Seaside www.ci.seaside.ca.us (831) 899-6700

Soledad www.cityofsoledad.com (831) 223-5000

Monterey County Recorder-County Clerk www.co.monterey.ca/recorder (831) 755-5450

Monterey County Planning Dept. www.co.monterey.ca/planning (831) 755-5025

The information provided here is a brief outline of some of the start-up requirements in Monterey County. We strongly recommend that prior to actually beginning your business, that you engage qualified legal and accounting counsel to be sure you understand the relevant licensing, permitting, and taxation issues and that you are in full compliance with all governing agencies.

Monterey Bay **Score**® is a resource partner with the U.S. Small Business Administration. **Score**® volunteers offer workshops and free counseling for small businesses. To learn more, go to www.montereybayscore.org. For counseling call 831 648-5360.

DEPARTMENT OF INDUSTRIAL RELATIONS
Division of Labor Standards Enforcement
P.O. Box 420603
San Francisco, CA 94142
Tel: (415) 703-4810
Fax: (415) 703-4807



Please take a moment to review the following information which is being provided in an effort to assist you in your efforts to begin your new business enterprise:

The State of California, through statutory mandates, requires that certain businesses and/or individuals obtain a license, registration or certification through the Division of Labor Standards Enforcement (DLSE) prior to commencing business and to maintain that license in good standing:

DLSE requires licenses for:

- Farm Labor Contractors
- Talent Agent
- Industrial Homework
 - License to Employ Industrial Homewokers
 - Permit to Work as an Industrial Homeworker
- Employers, supervisors and transporters of minors working in door-to-door sales

DLSE requires registration of:

- Garment Manufacturers/Contractors
- Car Wash and Polishing businesses

DLSE provides certification of:

- Studio Teachers

DLSE collects bonds for businesses engaging in:

- Fee-Related Talent Services

Finally, please note that an Entertainment Work Permit is required of all minors wishing to work in the entertainment industry and any employer wishing to employ a minor in the entertainment industry is required to complete an Application for Permission to Employ a Minor in the Entertainment Industry.

Information on the licensing requirements and downloadable application forms, instructions and other documentation required to complete your application can be accessed on the DLSE website at <http://www.dir.ca.gov/dlse/dlseLicensing.html>. In addition, the DLSE provides a network of 18 District Offices which can provide further assistance if necessary. To find the office closest to you, please go the DLSE website at <http://www.dir.ca.gov/dlse/DistrictOffices.htm>.

**GOOD LUCK IN YOUR NEW BUSINESS !!
WE WELCOME THE OPPORTUNITY TO ASSIST YOU !!**

Julie Su
Labor Commissioner

