



CITY OF ATASCADERO

6500 PALMA AVENUE, ATASCADERO, CA 93422
805-461-5035, Fax 805-461-7612, www.atascadero.org

Fees are Non-Refundable

- NEW COMMERCIAL DBIA*
 - CHANGE OF OWNER/NAME OF BUSINESS
 - NEW HOME OCCUPATION
 - CHANGE OF LOCATION
 - NON-PROFIT OR TAX EXEMPT
 - SUB-TENANT IN COMM. BUSINESS
 - SUB-TENANT CHANGE OF LOCATION
 - OUT OF TOWN CONTRACTOR (CSLB or SPCB)
 - ONE JOB ONLY (1-address only)
 - OUT OF TOWN VENDOR
 - SOLICITOR
- *Downtown Business Improvement Area

BUSINESS LICENSE & TAX CERTIFICATE APPLICATION ACCOUNT#

LICENSEE / Business Name/DBA/ _____ **Estimated Open Date:** _____

Is your business a: Sole Proprietor Corporation LLC

Detailed description of business, incl. products and services offered: _____

Business Phone: _____ Business Fax: _____ Business Email: _____

Website: _____

EMERGENCY CONTACTS:

Name: _____ Address: _____ City: _____ State: _____ Phone: _____

Name: _____ Address: _____ City: _____ State: _____ Phone: _____

BUSINESS OWNER/S: Name _____ (include middle initial) _____

Is Your Business Located Within the City Limits of City of Atascadero? Yes No

Business Physical Address: _____ City _____ State: _____ Zip: _____

PO Box addresses or UPS Store addresses cannot be accepted as business location

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

Corporate I.D. # _____ State Sales Tax ID# _____

Driver's Lic. # _____ St: _____ Exp: _____ Driver's Lic. # _____ St: _____ Exp: _____

CSLB / SPCB License # _____ Class: _____ Expiration: _____

Other State License Type: _____ License # _____ Expiration _____

If one-job only: Job Address _____ Permit # _____

- Retail Entertainment/Assembly Restaurant/Bar/Tasting Room Personal Service Cottage Foods
- Office (non-medical) Office - Medical Care Facility Lodging Handicraft/Artwork School
- Manufacturing - Indoor Vehicle Service/Repair - Indoor Wholesale Distribution - Indoor
- Service Station Salvage/Recycling Yard Contractor/Equipment/Storage Yard Manufacturing - Outdoors
- Vehicle Service/Repair - Outdoor Wholesale Distribution - Outdoor

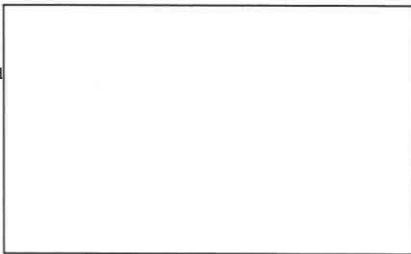
Are you a business that is a regulated industry with storm water discharge in accordance with SB205 NPDES permit program? _____ If yes, provide the SIC# _____ and one of the following: WDID#, WDID Application #, NES#, and NONA# _____

PROPERTY OWNER: Property Owner Name _____ Phone: _____

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

THE TAX CERTIFICATE PERIOD IS BETWEEN JANUARY 1 TO DECEMBER 31 OF EACH YEAR. BUSINESS TAX CERTIFICATE MUST BE RENEWED ANNUALLY. ADDITIONAL LATE CHARGES ARE APPLICABLE TO ACCOUNT BALANCES WHEN PAYMENT IS NOT RECEIVED BY THE DUE DATE STATED ON THE RENEWAL FORM.

Issuance of a tax certificate does not constitute a permit to do business. A Business License, which is separate from a Business Tax Certificate is required to operate a commercial business within the City of Atascadero and must receive a building & zoning clearance prior to commencing business operations. It is the responsibility of the Business Owner to ensure the business is in compliance with all laws and regulations pertaining to their specific business. ACCEPTANCE OF PAYMENT DOES NOT CONSTITUTE APPROVAL OF BUSINESS LICENSE. AUTHORIZATION TO CONDUCT BUSINESS IS NOT GRANTED UNTIL ISSUANCE OF LICENSE. I declare, under the penalty of making a false declaration, that I am authorized to complete this form and to the best of my knowledge and belief, it is a true, correct, and complete statement, made in good faith. I also understand and agree that the granting of this license requires my compliance with all applicable Atascadero Municipal Code Provisions, State laws, and all conditions set forth above. At issuance of this business license, I agree to the conditions assigned to the business license. I understand that fees are non-refundable.



Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Must be signed by business owner or officer only. Faxed signatures are acceptable.

FOR OFFICE USE ONLY		
Date Paid:	Amount Paid:	RCT #:

- Zoning Clearance
- Building Clearance



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Application Fees Effective July 27, 2020

CHANGE OF BUSINESS NAME OR MAILING ADDRESS	\$0	NOTIFY THE CITY BY CALLING 805-461-5000
COMMERCIAL	\$160 (\$106 APP FEE + \$50 TAX + \$4 ADA)	+ EMPLOYEE FEES
COMMERCIAL, A, H, FIRE SPRINKLERS	\$295 (\$241 APP FEE + \$50 TAX + \$4 ADA)	+ EMPLOYEE FEES
COMMERCIAL CHANGE OF PHYSICAL LOCATION	\$106 (\$106 APP FEE)	+ NEW APPLICATION
COMMERCIAL CHANGE OF OWNER	Contact us for fees	New Application Required
EMPLOYEE FEES	\$10 FULL TIME	\$5 PART TIME
HOME OCCUPATION	\$106 (\$77 APP FEE + \$25 TAX + \$4 ADA)	+ \$10 PER EMPLOYEE
HOME OCCUPATION – CONTRACTOR	\$156 (\$77 APP FEE + \$75 TAX + \$4 ADA)	
COMMERCIAL – CONTRACTOR	\$185 (\$106 APP FEE + \$75 TAX + \$4 ADA) + fire sprinkler fees if applicable	
HOME OCCUPATION – CHANGE OF LOCATION	\$77 (\$77 APP FEE)	+ NEW APPLICATION
HOTEL / MOTEL / APARTMENT COMPLEX* / STORAGE UNIT *4 or more unit-apt. complexes require a separate business license application	APPLICATION FEE + FIRE SPRINKLER FEE + \$4 ADA FEE	+ EMPLOYEE FEES + PER ROOM/UNIT FEE FOR EACH ROOM OVER 10
DOWNTOWN BUSINESS IMPROVEMENT AREA	DOUBLE TAX (IN ADDITION TO OTHER APPLICABLE TAXES AND FEES ABOVE)	DOUBLE EMPLOYEE FEES
NON-PROFIT	APPLICATION FEE ONLY + \$4 ADA	NO TAX CHARGED
OUT OF TOWN CONTRACTOR	\$156 ANNUAL (\$77 APP FEE + \$75 TAX + \$4 ADA)	
OUT OF TOWN CONTRACTOR	\$131 ONE-JOB ONLY (\$77 APP FEE + \$50 TAX + \$4 ADA)	
OUT OF TOWN VENDOR	\$131 (\$77 APP FEE + \$50 TAX + \$4 ADA)	
SOLICITOR	\$116 (\$77 APP FEE + \$29 PER PERMIT + \$6 CARD FEE PER PERSON + \$4 ADA)	1 PERSON / 1 DAY ONLY * \$6 EACH ADDITIONAL DAY
SUB-TENANT	\$131 (\$77 APP FEE + \$50 TAX + \$4 ADA)	+ EMPLOYEE FEES
SUB-TENANT CHANGE OF PHYSICAL LOCATION	\$77 (\$77 APP FEE)	+ NEW APPLICATION

Application Fees

Fees are non-refundable. Incomplete applications will not be accepted.

Change of Occupancy

If your business changes occupancy, you may need to obtain and pay for a building permit to allow for review by the Building Official and to document the change in City records. Some changes of occupancy may also require some modifications to the building, such as additional exits or the installation of a fire sprinkler system.

Cottage Food Obtain a cottage food license from County Health (805-781-5544) prior to applying for your Home Occupation business license.

CSLB / Pest Control Contractors

Please provide a copy of your CSLB pocket card. Must be current through www.cslb.ca.gov or www.pestboard.ca.gov

Health Dept. Approval

Required for Mobile Food Vendors, Sub-tenants in commercial kitchens, and any business selling food.

Massage Provide a copy of your California Massage Therapy Council license or number.

One Job Only for Contractors

One-job only business license does not apply to subdivisions, apartments with multiple addresses or multiple permits at one address. Applies to one address/house only.

Payment - The City accepts cash and check only (no \$100 bills please) for business license payments.

SB 1186 (Steinberg). Disability Access Chapter 383, Statutes of 2012 (Urgency)

This measure seeks to increase compliance with the state's disability access laws while reducing unwarranted litigation by:

- Prohibiting demand letters from including a request for money;
- Reducing a defendant's liability for statutory damages if certain conditions are met;
- Permitting a defendant to file for a court stay and early evaluation conference under special conditions;
- Requiring commercial property owners to indicate on a lease or rental agreement whether the property has undergone inspection by a certified access specialist; and
- Requiring cities and counties to collect a \$4 fee on an applicant for a local business license and dividing that money between the local entity collecting the money (70 percent) and the state (30 percent).

License Certifications (Your State License# will be printed on your business license.)

Please provide a copy of your State License # and Expiration Date. DCA issues licenses for automotive, pharmacy, fiduciary, medical board, etc. Visit www.dca.ca.gov.

Non Profits

Non-Profits pay an application fee + the ADA fee, but no tax with Articles of Incorporation, and/or proof of non-profit status.

Sub Tenants

Subtenants are tenants that exist within a Commercial location where no fire or building inspections are required and the main tenant has already received a business license and inspection. A Commissary Agreement is required for a sub-tenant working in a Commercial Kitchen as well as a Health Dept. Certificate.

Tax Exempt

For a list of Business License Tax Exemptions (or businesses that may qualify to have the tax waived), contact the Community Development Dept. at 805-461-5035. DD214 form required for Veterans.



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ZONING & BUILDING INFORMATION

(For businesses within the City limits of Atascadero)

Your Business License/Tax Certificate will not be processed until your business location has been approved.

Please contact the **COMMUNITY DEVELOPMENT DEPARTMENT** for assistance in filling out this form. Our office is open from 9:00 a.m. to 4:00 p.m. Monday through Friday (except holidays), by appointment only by calling 805-461-5000.

This form is for NEW BUSINESSES / CHANGE OF LOCATION only.

Commercial Businesses are required to submit a floor plan with complete square footage and use(s) listed.

Is your business located in the City Limits of the City of Atascadero? Yes No

Are you planning any improvements to the building/tenant space? Yes No

If yes, what are the extent of the improvements/changes you have planned:

Do you already have a permit for these changes? Yes No If yes, permit # _____

Does your building/tenant space have fire sprinklers? Yes No

Will you be constructing /installing a new sign? Yes No

Estimate number of Employees (not including yourself): _____ full-time _____ part-time

Is your business located on: Ground Floor Upper Floor

Former tenant (if known): _____

Are you sharing space with an existing business? Yes No If yes, with whom? _____

Are you operating as an independent contractor leasing a space in an existing business? Yes No

If yes, with what business? _____

Floor area occupied by your business: _____ sq. ft. Area devoted to outdoor storage: _____ sq. ft.

of apartment/storage/lodging units: _____

Total number of off-street parking spaces: _____ Shared Parking Exclusive Parking

Hours of Operation: _____

Are you selling, delivering, and/or offering the following services or products?

Tobacco/Vaping products Alcohol: ABC Lic. Type _____ Tattoo Massage Therapy

Filming Sales on Streets or Sidewalks Soliciting



City of Atascadero
Community Development Department

PUBLIC INFORMATION - BUILDING SERVICES

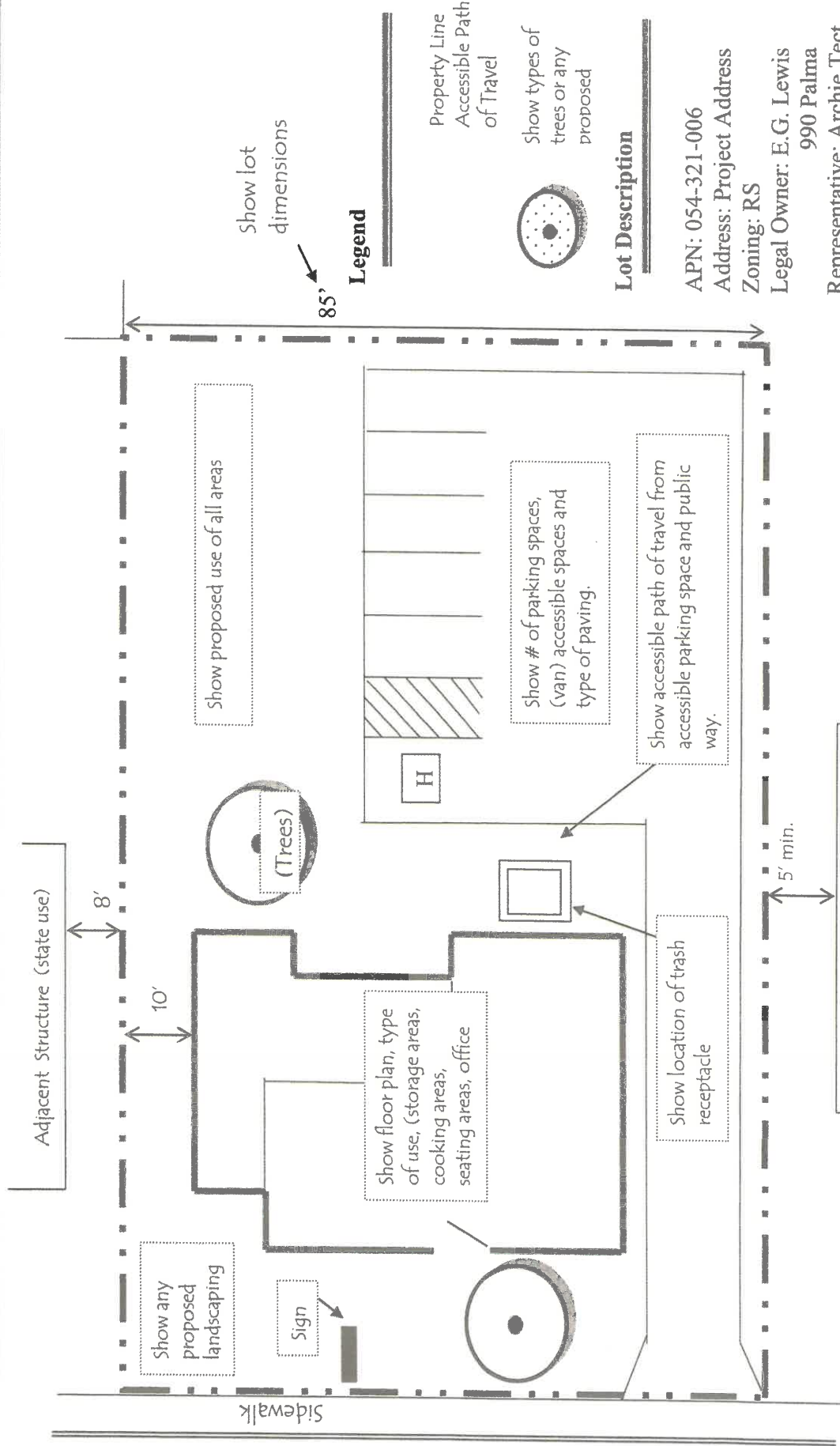
Community Development Department 6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

ELEMENTS OF A SITE PLAN

The following elements are commonly required for a typical site plan. Please check with a city planner at 461-5035 to see what is appropriate for your site plan.

1. Property address and parcel number.
2. North arrow and scale.
3. Dimensioned property lines and all building setbacks.
4. Location, name, and width (including required widening) of adjacent street.
5. Existing easements.
6. Highlight all proposed buildings and improvements, and indicate existing buildings and improvements that will be retained. Also, indicate any structures to be removed.
7. Vehicle and pedestrian access (including length, width and slope of driveway).
8. Parking spaces, traffic flow direction.
9. All on-site structures, such as walls, fences, propane tanks, etc.
10. Location of signs; existing and proposed.
11. Location and setback of septic tank and leach fields.
12. Location of utility lines (include propane tank if applicable).
13. Planted areas and outdoor use areas.
14. Location of all existing trees. List type, trunk size, canopy diameter, and status (to be removed, saved, tree protection, or other).
15. The name, location, and width of all watercourses, blue-line creeks, etc.
16. Location and use of nearest structures on adjacent properties.
17. Location to nearest fire hydrant.

Sample Commercial Business Site Plan



Adjacent Structure (state use)

8'

10'

Show any proposed landscaping

Sign

Show floor plan, type of use, (storage areas, cooking areas, office seating areas, office)

(Trees)

Show proposed use of all areas

H

Show # of parking spaces, (van) accessible spaces and type of paving.

Show accessible path of travel from accessible parking space and public way.

Show location of trash receptacle

5' min.

Adjacent Structure (show use)

Show lot dimensions

85'

Legend

Property Line
Accessible Path of Travel



Show types of trees or any proposed

Lot Description

APN: 054-321-006
Address: Project Address
Zoning: RS
Legal Owner: E.G. Lewis
990 Palma
Representative: Archie Tect
Phone: 555-5500

Lot Coverage: 25%
Structures= 2,200 sq. ft.
Lot Size: 35,000 sq. ft.



Scale: 1 inch = 20 feet



The Downtown Parking and Business Improvement Area Information

The City of Atascadero, Atascadero Business Improvement District (ABID) and Atascadero Chamber of Commerce are continuing funding for the downtown business district. Following are the details of how the funds are used:

- New and improved parking areas,
- Downtown wayfinding and streetscape improvements,
- Beautification projects, events and promotions.

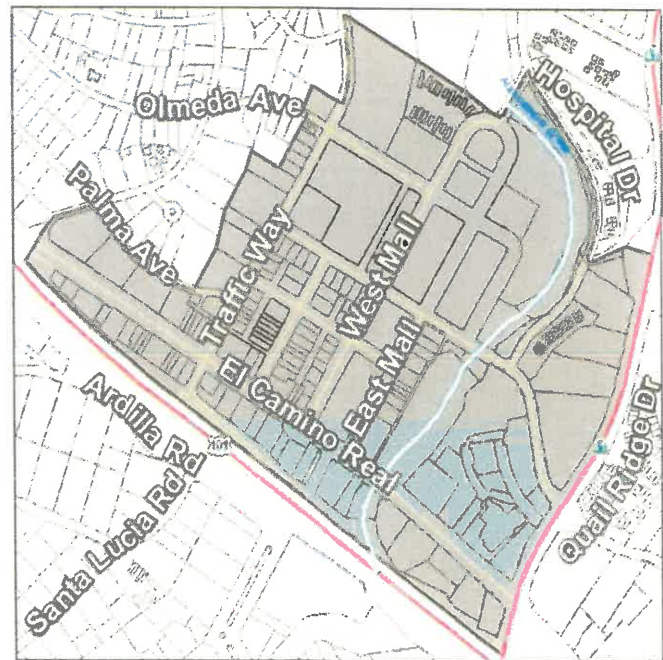
This program began in 1986 and was reinstated at a hearing on June 12, 2018, where the Atascadero City Council appropriated \$8,000 of seed money from the City general fund for marketing, outreach and promotions within the Downtown Parking and Business Improvement Area, referred to as the Atascadero Business Improvement District (ABID).

Ongoing, the ABID will be solely funded through a special annual assessment collected with the business license application and renewal fees for businesses located within the improvement area. The assessment began in 1986, was assessed at \$0 from 2008 through 2018, and was reinstated in 2019, where downtown businesses contribute \$50 or more (based on number of employees) each year to the fund, which will be administered by the Atascadero Chamber of Commerce. The Atascadero Business Improvement District Committee requested that this assessment be imposed on businesses within the area and will direct expenditures of funds to beautification and promotions within the downtown.

The improvement area is generally between Morro Road to the south, Rosario Avenue to the north, Highway 101 to the west and Hospital Drive/Atascadero Creek to the east.

For questions, please contact Terrie Banish, Deputy City Manager at (805) 470-3490 or tbanish@atascadero.org or Josh Cross, Chamber CEO/President at (805) 466-2044 or Josh@atascaderochamber.org.

Downtown Parking and Business Improvement Area





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Community Development Department**

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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
GENERSERVICES,
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
GENERSERVICES,
California Commission on
Disability Access

www.ccda.ca.gov
www.ccda.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.



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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.