

Business License & Tax Certificate Application

Email: businesslicense@atascadero.org if you have questions.



- ☐ NEW COMMERCIAL
- ☐ CHANGE OF OWNER/NAME OF BUSINESS
- ☐ NEW HOME OCCUPATION
- ☐ CHANGE OF LOCATION
- ☐ APARTMENTS/DUPLEX/TRIPLEX/HOTEL
- ☐ 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

ACCOUNT # _____

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

Business is a: ☐ Sole Proprietor ☐ Corporation ☐ LLC Located in City Limits? ☐ Yes ☐ No

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)

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

Unit #s _____ (For Apartments/Multi-Family)

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

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

FINAL INVOICE MAILING ADDRESS: _____

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 ☐ Mobile Food

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: 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.

| | | | |
|------------|--------------|--------|---|
| Date Paid: | Amount Paid: | RCT #: | Zoning Clearance <input type="checkbox"/> Building Clearance <input type="checkbox"/> |
|------------|--------------|--------|---|

Application Fees Effective July 24, 2023

| | | |
|--|--|---|
| CHANGE OF BUSINESS NAME OR MAILING ADDRESS | \$0 | NOTIFY THE CITY BY CALLING 805-461-5000 |
| COMMERCIAL (requires a business license inspection; call 466-8099 after zoning approval.) | \$418 (\$90 APP FEE + \$84 ZONING CLEARANCE + \$190 BUILDING INSPECTION + \$50 TAX + \$4 ADA) | + EMPLOYEE FEES |
| COMMERCIAL CHANGE OF PHYSICAL LOCATION | New Fees Apply | + NEW APPLICATION |
| COMMERCIAL CONTRACTOR | \$443 (\$90 APP FEE + \$84 ZONING CLEARANCE + \$190 BUILDING INSPECTION + \$75 TAX + \$4 ADA) | No employee fees |
| EMPLOYEE FEES | \$10 FULL TIME | \$5 PART TIME |
| HOME OCCUPATION | \$203 (\$90 APP FEE + \$84 ZONING CLEARANCE + \$25 TAX + \$4 ADA) | + \$10 PER EMPLOYEE |
| HOME OCCUPATION – CONTRACTOR | \$253 (\$90 APP FEE + \$84 ZONING CLEARANCE + \$75 TAX + \$4 ADA) | |
| COMMERCIAL – CONTRACTOR | \$443 (\$90 APP FEE + \$84 ZONING CLEARANCE + \$190 BUILDING INSPECTION + \$75 TAX + \$4 ADA) | |
| HOTEL / MOTEL / APARTMENT COMPLEX* / STORAGE UNIT 1-3 units = tax exempt, but business license is still required. | \$418 (\$90 APP FEE + \$84 ZONING CLEARANCE + \$190 BUILDING INSPECTION IF REQUIRED + \$50 TAX + \$4 ADA) | + EMPLOYEE FEES + \$2 PER ROOM/UNIT FEE FOR EACH ROOM/UNIT OVER 10 |
| DOWNTOWN BUSINESS IMPROVEMENT AREA (DBIA) | 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 | \$169 ANNUAL (\$90 APP FEE + \$75 TAX + \$4 ADA) | |
| ONE JOB ONLY OUT-OF-TOWN CONTRACTOR | \$144 ONE-JOB ONLY (\$90 APP FEE + \$50 TAX + \$4 ADA) | |
| OUT OF TOWN VENDOR | \$144 (\$90 APP FEE + \$50 TAX + \$4 ADA) | |
| SOLICITOR | \$179 (\$90 APP FEE + \$74 PER PERMIT +\$11 CARD FEE PER PERSON + \$4 ADA) | 1 PERSON / 1 DAY ONLY * \$6 EACH ADDITIONAL DAY |
| SUB-TENANT | \$228 (\$90 APP FEE + \$84 ZONING CLEARANCE + \$50 TAX + \$4 ADA) | + EMPLOYEE FEES |
| VACATION RENTAL or LONG-TERM RENTAL | \$178 (\$90 APP FEE + \$84 ZONING CLEARANCE + \$4 ADA) | For a single-family home |
| BUSINESS LICENSE REPRINT | \$37 | |

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 for business license payments. Credit cards may be accepted in the beginning of 2024.

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.



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.

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

Working together to **serve**, build **community** and enhance **quality of life**.



City of Atascadero
Community Development Department

PUBLIC INFORMATION - BUILDING SERVICES

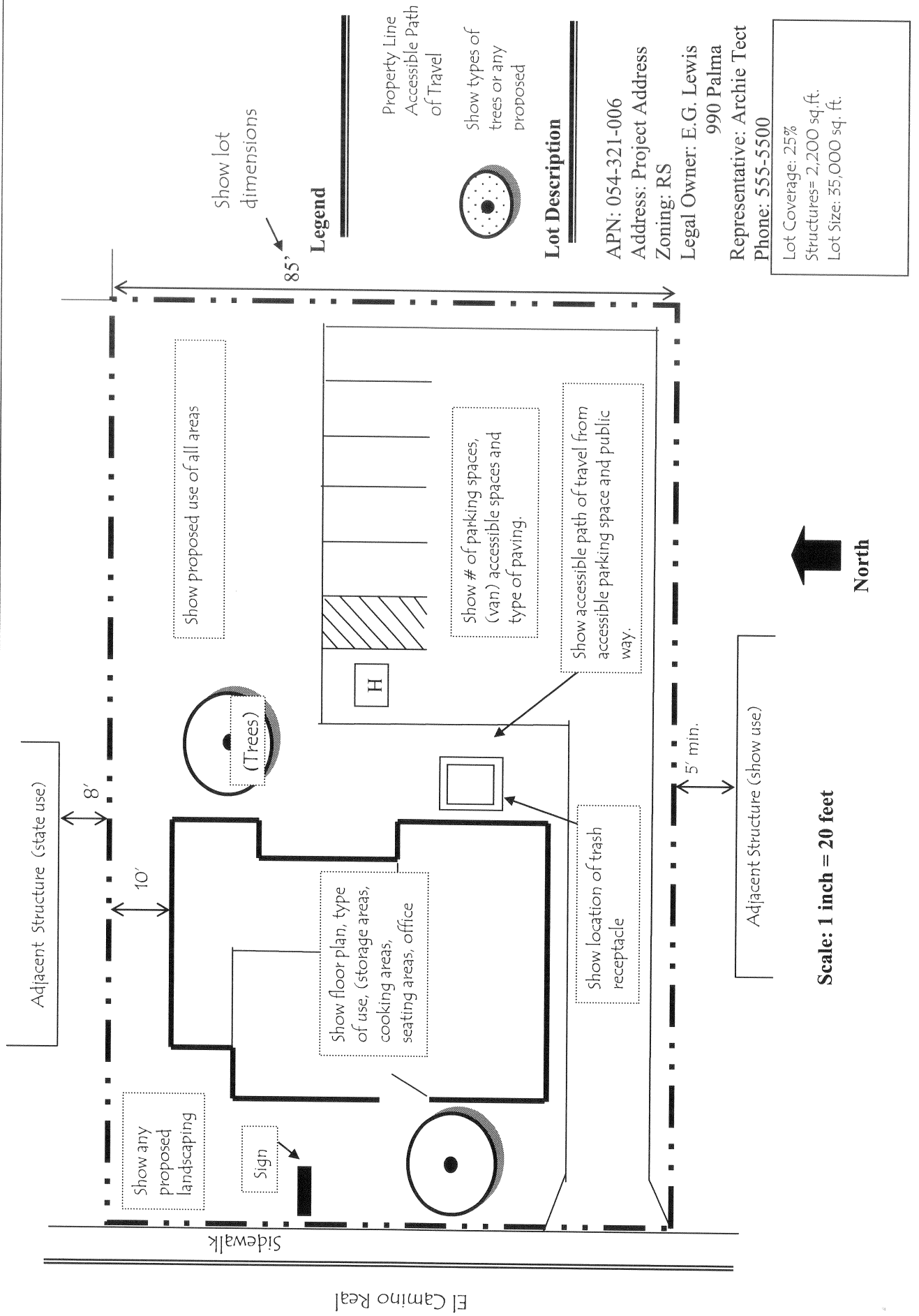
Community Development Department 6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

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



MANDATORY ADA DISCLOSURE

ATTENTION:

You may be subject to liability for failure to meet your legal obligation to comply with state and federal disability access laws. The recent issuance or renewal of a business license or equivalent instrument or permit does not mean that your business has been determined to be in compliance with state and federal disability access laws.

Please see the attached materials for more information.

ENSURING EQUAL ACCESS TO YOUR BUSINESS

The State of California wants to ensure that all people have equal access to public and private services. Many people with disabilities do not have equal access to services because many business owners do not take the time to ensure that their businesses are accessible. Some common problems disabled people encounter are:

- (1) The building has architectural barriers that make it difficult or impossible for someone using a wheelchair, walker, or other mobility device to get inside or move around.
- (2) The business uses a website that does not work with screen reading devices and other assistive technology.
- (3) The business does not allow people with disabilities to enter the building with their service animals.
- (4) The staff do not receive ADA training and do not know about the requirements to modify practices or to provide auxiliary aids and services.

As the operator of a business, it is your responsibility to ensure that your business provides equal access to people with disabilities. Refusing to make your business accessible is discrimination under state and federal law. People with disabilities and the government have the right to sue businesses that discriminate.

The best way to protect yourself from a lawsuit is to make your business accessible. Here are some important steps you should take:

(1) Schedule an inspection with a Certified Access Specialist. A Certified Access Specialist (CASp) is a person who the State of California recognizes as having specialized knowledge of accessibility standards. They can inspect your business and tell you what changes you need to make for your business to be accessible to disabled people. Getting a CASp inspection has important benefits, like giving you extra protection in a lawsuit.

To find a CASp in your area, contact the CASp Program at the Division of the State Architect. You can also visit: www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

Additionally, you should contact your local government and ask what resources it has to help businesses comply with disability access laws. The State of California makes money available to local governments to create programs that help business owners comply with disability access laws.

(2) Learn about accessibility laws from reliable sources. There is a lot of misinformation about accessibility laws. Get information about your rights and responsibilities as a business owner from reliable, trustworthy sources. California has several agencies that provide fact sheets, trainings, and other educational materials about accessibility. In fact, one of these agencies, the California Commission on Disability Access, was created by the Legislature for the purpose of helping businesses comply with accessibility laws. You should contact the following agencies and ask for information on how to comply with accessibility laws:

The California Commission on Disability Access: www.ccda.ca.gov.

The Division of the State Architect: www.dgs.ca.gov.

The Department of Rehabilitation: www.dor.ca.gov.

(3) Making your business accessible is good for everyone. It makes your business available to more customers. It also promotes fair and equal access. We thank you for doing your part to help make California a great place for everyone!"



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.

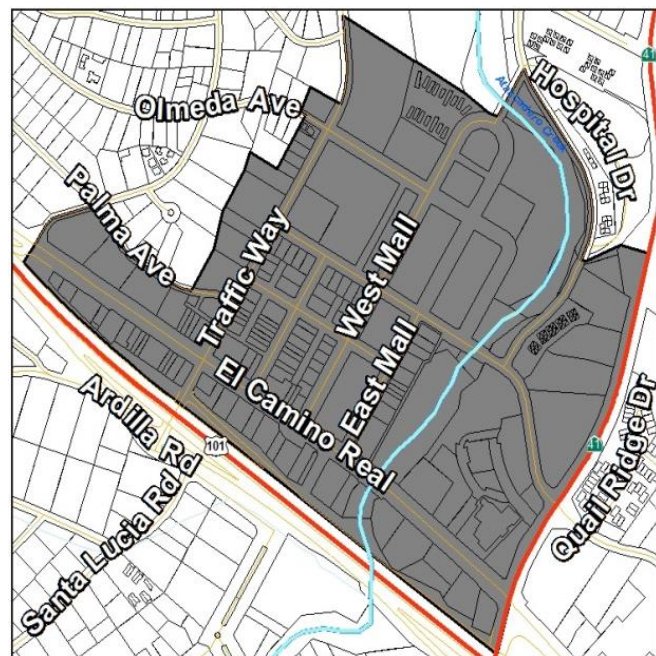
This program began in 1986 and was reinstituted at a hearing on June 12, 2018, where the Atascadero City Council appropriated \$8,000 of seed money from the City general fund for marketing, outreach and promotions within the Downtown Parking and Business Improvement Area, referred to as the Atascadero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





City of Atascadero Community Development Department

PUBLIC INFORMATION - BUILDING SERVICES

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

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/resourc
es-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, 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.

(Issued 12-28-18)



City of Atascadero Community Development Department

PUBLIC INFORMATION - BUILDING SERVICES

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

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/cpcf/capcalcap/.

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.

*****Please note: This notification is also available in Spanish, Chinese, Tagalog, Vietnamese and Korean. Contact the Building Division at (805) 461-5000 if you require a copy of this notice in one of these languages.***

(Issued 12-28-18)