

Business License & Tax Certificate Application

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



- NEW COMMERCIAL DBIA (Downtown Bus. Impr. Area)
- CHANGE OF OWNER/NAME OF BUSINESS
- 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

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 Email: _____ Website: _____

EMERGENCY CONTACTS:

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

BUSINESS OWNER/S: Name _____ Name _____
(Include Middle Initial) (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: WDIID#, WDIID 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"/>
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Application Fees Effective July 29, 2024

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.)	\$430 (\$93 APP FEE + \$87 ZONING CLEARANCE + \$196 BUILDING INSPECTION + \$50 TAX + \$4 ADA)	+ EMPLOYEE FEES
COMMERCIAL CHANGE OF PHYSICAL LOCATION	New Fees Apply	+ NEW APPLICATION
COMMERCIAL CONTRACTOR	\$455 (\$93 APP FEE + \$87 ZONING CLEARANCE + \$196 BUILDING INSPECTION + \$75 TAX + \$4 ADA)	No employee fees, DBIA may apply
EMPLOYEE FEES	\$10 FULL TIME	\$5 PART TIME
HOTEL / MOTEL / APARTMENT COMPLEX* / STORAGE UNIT 1-3 units = tax exempt, but business license is still required.	\$430 (\$93 APP FEE + \$87 ZONING CLEARANCE + \$196 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 or TAX EXEMPT	ALL FEES APPLY MINUS TAX AND EMPLOYEE FEES	NO TAX CHARGED
OUT OF TOWN CONTRACTOR	\$172 ANNUAL (\$93 APP FEE + \$75 TAX + \$4 ADA)	
ONE JOB ONLY OUT-OF-TOWN CONTRACTOR	\$147 ONE-JOB ONLY (\$93 APP FEE + \$50 TAX + \$4 ADA)	
OUT OF TOWN VENDOR	\$147 (\$93 APP FEE + \$50 TAX + \$4 ADA)	
SUB-TENANT	\$234 (\$93 APP FEE + \$87 ZONING CLEARANCE + \$50 TAX + \$4 ADA)	+ EMPLOYEE FEES
BUSINESS LICENSE REPRINT	\$38	

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.

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, check and cards (with a 3% surcharge).

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

Sub-tenants 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. Planning Dept. must approve this use prior to accepting your application. 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 Home Occupation 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? _____

Floor area devoted to 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