



CITY of ATASCADERO

Community Development Department

6500 Palma Ave ▪ Atascadero, CA 93422-4292

Phone: (805)461-5035 Fax: (805)461-7612 www.atascadero.org

Cannabis Delivery in Atascadero

If your business plans to advertise or perform delivery service in the city limits of Atascadero, the City requires your company to comply with several cannabis industry regulations including obtaining a business license and the requirement that you remit taxes at the rate approved by the City for such business enterprises. Please fill out the attached Business License Application to acquire a business tax certificate to legally perform cannabis delivery service in the city limits of Atascadero. Please remit the information listed below by mail or in person.

To obtain a business license:

1. Complete the Business License Application (Cannabis Delivery Services)
2. Provide a copy of your Bureau of Cannabis Control (BCC) license
3. Submit completed forms and License processing fees (\$79 processing fee, or \$129 processing if you have, or will have, any products available for sale other than cannabis)
4. Submit Quarterly Tax Return and payment within 30 days of the end of each calendar quarter

The initial cannabis business tax rate for every business/person who engages in the retail sales/delivery is four percent (4%) of the total gross receipts generated in the city limits of Atascadero. A quarterly tax will become payable once sales occur and is due no later than the last day of the month following the close of the calendar quarter (example: for sales generated from January 1st thru March 31st, the quarterly business tax is due on April 30th).

Failure to comply with the Business License requirements for Cannabis Delivery Service is in violation of the City of Atascadero Municipal Code and shall be punishable by misdemeanor. Please comply with these Business License requirements prior to conducting business in the city limits of Atascadero.

Please note that only out-of-town delivery services are currently authorized to do business in the City.

If you have any questions, please contact Community Development Customer Service at (805) 461-5035.



BUSINESS LICENSE APPLICATION CANNABIS DELIVERY SERVICES

ACCOUNT No. _____

APPLICATION FOR: New Business Change of Business Name Change of Location Other

LICENSEE:

Business Name/DBA: _____ Est. Open Date: _____
Business Phone: _____ Business Fax: _____ Business Email: _____
Website: _____

EMERGENCY CONTACTS:

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

Is your business located within the City limits of the City of Atascadero? Yes No

Ownership Type: Sole Owner Partnership Limited Liability Corporation Exempt

Owner Name _____ Owner Phone No. and Email _____

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

*PO Box addresses or UPS Store addresses cannot be accepted as business location. Business location will **not** be disclosed on business license.*

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

State Franchise No.: _____

Bureau of Cannabis Control License No.: _____ *(Please Submit with Application)*

Estimated number of employees (not including yourself): _____ Full-Time: _____ Part-Time: _____

Please provide a detailed description of the nature of your business:

FEES: Are services or products other than cannabis available for sale?

YES \$129 Fee (Includes \$75 Out of Town Vendor Fee, \$4 ADA Fee, \$50 Non Cannabis Product Fee)

NO \$79 Fee (Includes \$75 Out of Town Vendor Fee, \$4 ADA Fee)

Your business license will be issued under the provision of Title 3, Chapter 5 of the Atascadero Municipal Code. You are cautioned that this License does not permit operation of a business in violation of other provisions of the Atascadero Municipal Code. I declare under penalty of perjury that, to the best of my knowledge and belief, the statements made herein are correct and true and that the information is subject to verification. I understand that acceptance of payment by the City does not constitute approval of the Business License. Authorization to conduct business is not granted until issuance of the license.

APPLICANT SIGNATURE: _____ **DATE:** _____

Must be signed by business owner or officer only. E-signatures or e-mailed copies of this application are acceptable.

PLEASE ATTACH COPY OF BUREAU OF CANNABIS CONTROL LICENSE

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

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

Tax Certificate: All Cannabis retail sales are subject to 4% local tax in Atascadero. The attached Tax certificate shall be completed in conjunction with this application.

FOR OFFICE USE ONLY			
Date Paid:	Amount Paid:	RCT #:	Zoning & Building Clearance Approved (yes/no):

City of Atascadero

6500 Palma Ave, Atascadero, CA 93422

BUSINESS TAX CERTIFICATE APPLICATION

Phone (805) 461-5035 Fax (805) 461-7612



Business Name (DBA)			
Corporate Name (If applicable)			BCC License No
Business Address (Physical Address Required)	City	State	Zip Code
Mailing Address (If different from Business Address)	City	State	Zip Code
Business Phone No	Business Email		

Indicate the year and quarter in which the reported sales occurred:

- Year: _____ Quarter 1: January 1st – March 31st Due April 30th
- Year: _____ Quarter 2: April 1st – June 30th Due July 31st
- Year: _____ Quarter 3: July 1st – September 30st Due October 31st
- Year: _____ Quarter 4: October 1st – December 31st Due January 31st

TAX RATE: 4% of Total gross receipts of cannabis sales made in the city limits of Atascadero

TAX CALCULATIONS:

1.	Total Gross Receipts	1.	\$
2.	Tax Rate – 4% of Total Gross Receipts	2.	X .04
3.	Business Tax	3.	= \$
4.	Penalties (See back of form)	4.	+ \$
5.	Interest (See back of form)	5.	+ \$
6.	Additional Penalties & Interest (See back of form)	6.	+ \$
7.	Total Tax Due (Add lines 3 thru 6)	7.	= \$

I declare under penalty of perjury that, to the best of my knowledge and belief, the statements made herein are correct and true and that the information is subject to verification. I understand that acceptance of payment by the City shall not be interpreted to authorize or permit any business activity that would not otherwise be legal or permissible under laws

Signature: _____ Title _____ Date _____

FOR OFFICE USE ONLY				
Control #	Staff Initial	License	Amount	Receipt #



INSTRUCTIONS

General Information

All cannabis businesses that plan to advertise or perform delivery service in the city limits of Atascadero are required to comply with several cannabis industry regulations including obtaining a business license certificate and registration from the City of Atascadero and pay the quarterly business license tax. You must file a return even if there were no taxable sales in the reporting period.

Submit Your Quarterly Tax Return

Whenever a payment, statement, report, request or other communication is due, it must be received by the Tax Administrator on or before the final due date.

Due Dates

The quarterly tax return is due no later than the last day of the month following the close of the calendar quarter. (Example: For sales generated on January 1st thru March 31st, business tax is due April 30th). If the due date would fall on a Saturday, Sunday or holiday, the due date shall be the next regular business day on which the City is open to the public.

Penalties and Interest

Any person who fails or refuses to pay any Cannabis Business Tax required to be paid on or before the due date shall pay penalties and interest.

- 1) A penalty equal to ten percent (10%) of the amount of the tax plus the interest of one percent (1%) per month.
- 2) If the tax remains unpaid for a period exceeding one (1) calendar month beyond the due date, an additional penalty equal to twenty-five (25%) percent of the tax plus one percent (1%) per month on the unpaid tax and on the unpaid penalties.

Audit and Examination of Records

The Tax Administrator may audit and examine all books and returns, and other records relating to the gross receipts of the business. It shall be the duty of every person liable for the collection and payment to the City of any tax imposed to keep and preserve, for a period of at least three (3) years, all records as may be necessary to determine the amount of such tax.