



# BUSINESS LICENSE APPLICATION CHECKLIST

## Step 1: City Application

- FY 2023/24 Application for City Business License (Page 4-5)
  - Is your application complete, including **Anticipated Gross Receipts** for the NEW fiscal year and **information for all applicable licenses/permits?**
  - Did you sign the application?
- Home Occupation Regulations
  - Complete **only** if you have a home-based business

## Step 2: Applicable Documentation (copies accepted)

- Seller's Permit** from the [State Board of Equalization](#) is required if your business operations involve the sale of retail or wholesale tangible property.
- Cigarette & Tobacco License** from the [California Department of Tax and Fee Administration](#) is required if your business operations involve the sale of cigarette or tobacco products.
- ABC License** from the [Alcoholic Beverage Control Board](#) is required if your business operations involve the sale of alcoholic beverages.
- Fictitious Business Name** from the [Monterey County Recorder's Office](#) if the name of your business name does not include the **surname** (family name or last name) of the individual owner and each of the partners **or** the nature of the business is not clearly evident by the name. (Examples: John Smith Plumbing or Smith Plumbing – is acceptable. John's Plumbing – is not acceptable and will require a Fictitious Business Statement.)
- Contractor's License** from the [Contractors State License Board \(CSLB\)](#) is required for ALL businesses or individuals who construct or alter any building, highway, road, parking facility, railroad, excavation, or other structure in California, if the total cost (labor and materials) of one or more contracts on the project is \$500 or more.
- Health Permit** from the [Monterey County Health Department](#) if your business engages in the processing, manufacturing, packing, preparing or selling, whether at wholesale or retail, including the vending by machines, any food or beverage for human consumption, and if you engage in the business of public laundry, barbershop, laundromat, beauty shop, bathhouse or tattoo parlor.
- Proof of Corporation, LP or LLC** from the [California Secretary of State](#) if your business is incorporated.
- Proof of Exemption** from the [Internal Revenue Service](#) if your business is a charitable non-profit business, exempt from business license fee requirements.
- Other License(s) or Certificate(s)** from the [State of California Department of Consumer Affairs](#), or other organization(s), as required for profession.

## Step 3: Submittal

- Submit complete application packet and all applicable documents to:  
**City of Gonzales, P.O. Box 647 / 147 Fourth Street, CA 93926**



## 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](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.rehab.cahwnet.gov/](http://www.rehab.cahwnet.gov/)

[disabilityaccessinfo](http://disabilityaccessinfo)

DEPARTMENT OF  
GENERALSERVICES,  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)

[www.cdda.ca.gov/resources-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](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## 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](http://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](http://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](http://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/](http://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](http://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](http://www.bsc.ca.gov).



# BUSINESS LICENSE APPLICATION

*City of Gonzales*

147 Fourth St. . P.O. Box 647  
Gonzales CA 93926

Phone # (831)675-5000 . Fax (831)675-2644

DATE: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_  
BUS ID: \_\_\_\_\_  
LICENSE #: \_\_\_\_\_

For Internal Use Only

**Select One:**

**New Applicant**

**Name Change**

**Renewal Application**

**CLEARLY PRINT OR TYPE APPLICATION**

**Name of Business:** \_\_\_\_\_

**Business Information:**

**(All information is required and must be provided to obtain a Business License)**

Legal Status: (Check One)

Individual

Partnership

Corporation

If Corporation, Legal name of Corporation: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number & Street) City State Zip

Business Description: \_\_\_\_\_

Business Location: \_\_\_\_\_ Zoning: \_\_\_\_\_  
(Number & Street) City State Zip

Business Mailing Address: \_\_\_\_\_  
(Number & Street) City State Zip

Contact Name: \_\_\_\_\_

Business Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Estimate Annual Gross Income: \$ \_\_\_\_\_ (For Jobs in Gonzales only. You may be required to show proof of income.)

Amount of Tax: \$ \_\_\_\_\_ (Refer to Tax Table) **ADA Fee: \$4.00** **Fire Inspection Fee: \$65.00**

Total Amount Due: \$ \_\_\_\_\_ (For Local Business Only)

Number of Employees: \_\_\_\_\_ Is this a Home Occupation? Yes No

Type of Business: ( Only One) DESCRIPTION

- |  |   |
|--|---|
| <input type="checkbox"/> Retail Sales          | To sell or offer goods, wares or merchandise  |
| <input type="checkbox"/> Contractor            | A person, not an employee of another, who is licensed by the state and submits a bid to perform services for another                              |
| <input type="checkbox"/> Profession or Service | Business providing professional, technical or other services  |
| <input type="checkbox"/> Wholesale/Industry    | Business conducted solely to sell goods and services in wholesale lots to other businesses engaged in fabrication or processing; public utilities |
| <input type="checkbox"/> Manufacturing         | Business conducted to make or process goods using industrial machinery  |
| <input type="checkbox"/> Automobile Dealer     | Business engaged in the sale of new or used automobiles   |
| <input type="checkbox"/> Other                 | All other businesses not otherwise classified in the above categories   |

**Contact & Emergency Information:** (This information will assist the Police Department and other City Officials to provide emergency assistance)

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Other Contact Number: \_\_\_\_\_

**Business Identification Numbers & Other Licenses/Certificates:**

(If your business is required to be licensed by a State or County Agency, the City must verify that you possess such a license)

Federal Tax Id #:	_____	Social Security Number	_____
State of CA Contractors #:	_____	State board of Equalization Acct. #	_____
State of CA Employer ID #	_____	Peddlers Permit #	_____
Other State or Agency License #	_____	Agency Name:	_____

**Please attach to the application a copy of the following documents applicable to your business:**

✓ If Applicable	✓ If not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	CA Sellers Permit
<input type="checkbox"/>	<input type="checkbox"/>	CA State Health Department Certificate
<input type="checkbox"/>	<input type="checkbox"/>	CA State Contractors License
<input type="checkbox"/>	<input type="checkbox"/>	CA State Day Care Provider Certificate
<input type="checkbox"/>	<input type="checkbox"/>	CA State Resale License
<input type="checkbox"/>	<input type="checkbox"/>	Gonzales Police Department Peddlers Permit
<input type="checkbox"/>	<input type="checkbox"/>	Liability Insurance Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Workers Compensation Certificate

**Owner Information:**

(All information is required and must be provided to obtain a Business License)

Name: _____	_____	Telephone Number	_____
Mailing Address: _____	_____	City	State Zip
Name: _____	_____	Telephone Number	_____
Mailing Address: _____	_____	City	State Zip

**Notice:** Issuance of a business license does not allow you to engage in a business whose operation would be in violation of other City Ordinances. Chapter 5.04 of the Gonzales City Code states that licenses are subject to all City regulations, state & other regulatory agencies, including those pertaining to health and safety, use of property, and zoning. You are urged to check with the appropriate City Departments and other regulatory agencies for further information about these regulations prior to paying for your license.

**X**  
**Applicant/Owner Signature** \_\_\_\_\_ **Applicants Title** \_\_\_\_\_ **Date** \_\_\_\_\_

**For City Use Only:**

<u>Finance Dept.</u>	<u>Department Approval (Initial &amp; Date)</u>	
Tax Amount: _____	Planning Dept. _____	Date _____
ADA Fee: _____	Building Dept. _____	Date _____
Fire Insp. Fee: _____	Finance Dept. _____	Date _____
Penalty: _____		
Amount Paid: _____		

1. Classification A: Classification A shall include all retail businesses. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$45,000.00	\$50.00
45,000.00	65,000.00	60.00
65,000.00	85,000.00	75.00
85,000.00	105,000.00	95.00
105,000.00	125,000.00	115.00
125,000.00	150,000.00	138.00
150,000.00	175,000.00	163.00
175,000.00	200,000.00	188.00
200,000.00	230,000.00	215.00
230,000.00	260,000.00	245.00
260,000.00	300,000.00	280.00
300,000.00	350,000.00	325.00
350,000.00	400,000.00	375.00
400,000.00	450,000.00	425.00
450,000.00	500,000.00	475.00
500,000.00	550,000.00	525.00
550,000.00	600,000.00	575.00
600,000.00	700,000.00	650.00
700,000.00	800,000.00	750.00
800,000.00	900,000.00	850.00
900,000.00	1,000,000.00	950.00
1,000,000.00	2,000,000.00	1,000.00
2,000,000.00 or over		1,000.00

2. Classification B: Classification B shall include all service businesses. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$20,000.00	\$50.00
20,000.00	30,000.00	65.00
30,000.00	40,000.00	88.00
40,000.00	50,000.00	95.00
50,000.00	70,000.00	150.00
70,000.00	90,000.00	200.00
90,000.00	110,000.00	250.00
110,000.00	140,000.00	313.00
140,000.00	170,000.00	388.00
170,000.00	200,000.00	463.00
200,000.00	300,000.00	625.00
300,000.00	400,000.00	875.00
400,000.00 or over		1,000.00



3. Classification C: Classification C shall include all wholesale business and industry. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$200,000.00	\$60.00
200,000.00	300,000.00	85.00
300,000.00	400,000.00	88.00
400,000.00	500,000.00	110.00
500,000.00	600,000.00	115.00
600,000.00	800,000.00	175.00
800,000.00	1,000,000.00	225.00
1,000,000.00	2,000,000.00	400.00
2,000,000.00	3,000,000.00	450.00
3,000,000.00 or over		550.00

4. Classification D: Classification D shall include all manufacturing businesses. The annual tax for businesses in this classification shall be follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$100,000.00	\$60.00
100,000.00	200,000.00	85.00
200,000.00	300,000.00	90.00
300,000.00	400,00.00	97.50
400,000.00	500,000.00	112.50
500,000.00	600,000,00	137.50
600,000.00	800,000,00	175.00
800,000.00	1,000,000.00	225.00
1,000,000.00	2,000,000.00	350.00
2,000,000.00	3,000,000.00	450.00
3,000,000.00 or over		550.00

5. Classification E: Classification E shall include all contractors. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$100,000.00	\$80.00
100,000.00	150,000.00	175.00
150,000.00	200,000.00	200.00
200,000.00	250,000.00	250.00
250,000.00	300,000.00	300.00
300,000.00	350,000.00	350.00
350,000.00	400,000.00	400.00
400,000.00	450,000.00	450.00
450,000.00	500,000.00	500.00
500,000.00	600,000.00	550.00
600,000.00	700,000.00	600.00
700,000.00	800,000.00	650.00
800,000.00	900,000.00	700.00
900,000.00	1,000,000.00	750.00
1,000,000.00 or over		800.00

6. Classification F: Classification F shall include all businesses not otherwise classified herein. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$45,000.00	\$60.00
45,000.00	65,000.00	90.00
65,000.00	85,000.00	100.00
85,000.00	105,000.00	110.00
105,000.00	125,000.00	115.00
125,000.00	150,000.00	138.00
150,000.00	175,000.00	163.00
175,000.00	200,000.00	188.00
200,000.00	230,000.00	215.00
230,000.00	260,000.00	245.00
260,000.00	300,000.00	280.00
300,000.00	350,000.00	325.00
350,000.00	400,000.00	375.00
400,000.00	450,000.00	425.00
450,000.00	500,000.00	475.00
500,000.00	550,000.00	525.00
550,000.00	600,000.00	575.00
600,000.00	700,000.00	650.00
700,000.00	800,000.00	750.00
800,000.00	900,000.00	850.00
900,000.00	1,000,000.00	950.00
1,000,000.00 or over		1,000.00

7. Classification G: Classification G shall include all public utilities. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$100,000.00	\$50.00
100,000.00	200,000.00	65.00
200,000.00	300,000.00	90.00
300,000.00	400,000.00	116.00
400,000.00	500,000.00	140.00
500,000.00	600,000.00	165.00
600,000.00	700,000.00	190.00
700,000.00	800,000.00	215.00
800,000.00	900,000.00	240.00
900,000.00	1,000,000.00	265.00
1,000,000.00 or over		290.00

8. Classification H: Classification H shall include all automobile dealers who engage in the sale of new or used automobiles. Gross receipts for this classification may include receipts for all sales and service. The annual tax for business in this classification shall be as follows:

Annual Gross Receipts		Annual Tax
At Least	But Less Than	
\$1.00	\$600,000.00	\$165.00
600,000.00	1,200,000.00	265.00
1,200,000.00	2,000,000.00	365.00
2,000,000.00	4,000,000.00	465.00
4,000,000.00	6,000,000.00	565.00
6,000,000.00 or over		665.00