



CITY OF UKIAH

APPLICATION FOR BUSINESS LICENSE

For Office Use Only: Business License Number: _____ Category: _____

Business Name: _____ **Business Phone:** _____

Name of Owner: _____ **Type of Business:** _____

Co-Owner Name _____ **Date Business Opened:** _____

Legal Status: (check one) ☐ Sole Proprietor; ☐ Partnership; ☐ Corporation; ☐ LLC; ☐ Not-For-Profit

Please Note: Business name and location addresses are public information. Please provide Street Address, City, State and Zip Code below.

Business Location: _____

Mailing Address (if different): _____

Email Address: _____ **(Required) Federal ID #:** _____

State Contractor License # or Pesticide Applicator's #: _____ **(If Applicable)**

State Resale License #: _____ **State ID #:** _____ **(If Applicable)**

Manager's Name, Address and Phone #: _____

Owner/Emergency Contact Information: _____

Contract Amount or Estimated Gross Receipts for One year: _____

(Gross Receipts include the total amount of sale, service or transaction. See the Frequently Asked Questions for more information.)

Please Read Before Signing

Affidavit of Applicant

I hereby certify, under penalty of perjury, that the foregoing statements contained in this application are true and correct to the best of my knowledge and belief. I understand that the issuing of Business License Certificate indicates registration and payment of business license tax as required by the City of Ukiah Municipal Code and all amendments thereto. Issuance of a license is not an endorsement, nor certification of compliance with other ordinances or laws. Business License may be subject to revocation or citation pending field inspection compliance with Planning, Building and Fire Departments.

Date and Signed at Ukiah, California, This _____ Day of _____, 20____

Signature of Applicant

Print Name and Title

Do Not Write in This Area - For Office Use Only

		<i>Amount Collected</i>
Application Processing (No field inspection required with Planning Approval):	\$10.00	_____
Field Inspection Administrative Fee (Building and Fire Inspection Required):	\$40.00	_____
Business License Tax (fee based on annual gross receipts - see attached schedule): California Sentate Bill # AB 1379		_____
		4.00
Parking and Business Improvement District Fee (businesses located in BID only):		_____
TOTAL COLLECTED:		_____



Welcome to the City of Ukiah's Business Community

If you are a business owner for the first time, the following information may be helpful and answer some of the most frequently asked questions about starting a business.

Licensing Period and Due Dates: Annual business licenses are due and payable in advance of March 1st of each year and are delinquent after April 1st. Licenses covering new operations commenced after the first day of February may be prorated for the balance of the license period.

Delinquent Penalties for Late Payment: For every month that an annual license is delinquent and for every day that a daily license is delinquent, a penalty of ten percent (10%) of the license tax is due; provided, that no penalties shall be added after the cumulative total of the business license tax and penalties shall equal twice the amount of the business license tax. The current business license shall become void thirty (30) days after becoming delinquent and no business license shall be issued until the business license tax so delinquent, and the penalties added thereto, shall be paid in full.

Fictitious Business Name Filing: This process is completed through the Mendocino County offices located at 501 Low Gap Rd. Questions regarding filing need to be directed to the County Clerk Recorder at (707) 463-4370.

Resale Number: This number may be required for purchasing supplies from a wholesaler or if you are charging a sales and/or use tax. To verify if your business needs a resale number, you may obtain additional information from the State Board of Equalization at 1-800-400-7115. The nearest office is located in Santa Rosa. They are located at 50 D Street Room #230 Santa Rosa CA 95402. The State Board of Equalization requires that you obtain your Sellers permit by EREG by going to: www.boe.ca.gov. There you will complete the application, get your number and print your sellers permit. Please be advised that a security deposit may be required.

Alcohol or Tobacco: If your business will be selling alcohol or tobacco products you must contact the State Board of Equalization at 1-800-400-7115 to obtain information in order to sell any of those items. The nearest office is located in Santa Rosa. They are located at 50 D Street Room #230 Santa Rosa CA 95402.

Alcohol Beverage Control: You will need to contact the ABC to obtain a Liquor License. They are located at 50 D Street Room #130 Santa Rosa CA (707) 576-2493

Health Permit: If you are marketing a food item, a health permit is required. You may obtain these permits through the Mendocino County Environmental Health Department, 501 Low Gap Rd., Ukiah - or call (707) 234-6625. A CITY OF UKIAH BUSINESS LICENSE WILL NOT BE ISSUED UNTIL A COPY OF THE HEALTH PERMIT IS RECEIVED IN OUR OFFICE. (Pursuant to City of Ukiah Municipal Code Sections 2600 and 2602).

Field Inspection and Application Processing Fees: It may be necessary for the location of your business to undergo an inspection/investigation by our Planning Department, Building Inspector and Fire Marshall if your business is physically located within the City limits of Ukiah. An Application Processing Fee, in addition to the business license tax, of \$40.00 is collected at the time of application. If your business does not require a field inspection the application processing fee is \$10.00. The annual renewal administration fee is \$5.00 in addition to the Business License Tax (Municipal Code Section 2130.G).

Business License Tax: For most businesses the Business License Tax is based on gross receipts for one calendar year and the type of business you are operating. Gross Receipts include the total amount of sale, service or transaction. Exclusions include: 1). Cash discounts taken on sales; 2). Sales or Use Tax paid by purchaser; 3). Refunds of cash on credit; 4). Amounts collected for others as agent or trustee, to the extent paid to the person for whom collected; 5). Amounts paid by contractors to sub-contractors, provided: a). The sub-contractors are licensed, and b). Name, address, and amount of payment is furnished to the Director of Finance (Municipal Code Section 2102).

Parking and Business Improvement District: If your business is located within the Parking and Business Improvement District ("B.I.D."), there is an additional fee that is collected by the City of Ukiah with your business license fee. This fee is used by the Main Street Program for decoration of public areas; promotion of events and promotion of businesses. The B.I.D. fee is equal to your business license tax, however the B.I.D. fee shall not exceed \$250.00 (business license fees do not have a maximum). You may call the Main Street Program at (707) 462-6789 or visit them at 200 S School Street Ukiah CA 95482 or visit their website at www.downtownukiah.com for further information regarding the use of these funds or their meeting schedules.

Continued

City of Ukiah
Liz Frausto
300 Seminary Ave
Ukiah, CA 95482
Phone (707) 463-6215 Fax (707) 463-6204
efrausto@cityofukiah.com

California State Senate Bill # AB 1379 Fee All new and renewing licenses are charged a state mandated fee of \$4.00 annually. The fee is used by the state to increase disability access and compliance and is remitted to the state by the city, less a state determined administrative charge.

Federal and State Identification numbers: All new businesses employing one or more persons must apply for a State Employer's Identification number by contacting The State's Employment Development Department at: 1-888-745-3886 or visiting their website at <http://www.edd.ca.gov/>, you may also need a Federal Identification number if you are employing one or more persons, and you may contact the IRS Business Tax line at 1-800-829-4933 or visit their website at <https://www.irs.gov/>.

Chamber of Commerce: The Ukiah Chamber of Commerce is located at 309 E Perkins St Ukiah CA 95482. You may call (707) 462-4705 for membership information

California State Contractor's License Board: Information about obtaining a Contractor's license or to see if you are required to have one may be found by calling: 1-800-321-2752 or by visiting their website at: www.cslb.ca.gov.

West Business Development Center: This non-profit organization assists clients in the development of a business plan for both start-up and expansion purposes. You can access their services. www.westcenter.org or by calling (707) 964-7571.

For further questions regarding Business Licenses, please call or Liz with the City of Ukiah at (707) 463-6215.

For New Business Licenses and Renewals: To apply for a Business License on line or for more information, please go to: [Business Licenses - City of Ukiah, CA](#) Home - [City of Ukiah, CA](#).

Business License Tax Calculation

All licenses for gross receipt businesses are considered annual for the calendar year from January 1st through December 31st. Renewal notices are sent from our offices during the latter part of December for reporting gross receipts for that calendar year. Once your fee is calculated, a statement will be issued. License fees are considered delinquent if not paid by March 1st. All licenses are subject to a 10% delinquent penalty per month of delinquency past March 1st. Penalties shall not exceed 100% of the original license fee amount. Flat rate licenses are expected to be paid at the time of application due to the various periods of issuance (Municipal Code Section 2100 et seq.)

FLAT RATE BUSINESSES: The following types of businesses are generally measured by a flat rate, rather than by gross receipts:

<u>Business Type</u>	<u>License Fee</u>	<u>Licensing Period</u>
Circus or similar show	\$100.00	Per Day
Magazine, Door-to Door or Periodical		
Salesperson	\$30.00	Per Month
Dance, Race, Parade Vendor,		
Lecture Exhibition	\$30.00	Per Month
Hand Bill Distributor	\$30.00	Per Year
Tobacco Retailer	\$35.50	Per Year

CALCULATION OF RATE BASED ON GROSS RECEIPTS: The Business License Fee is calculated by dividing your reported gross receipts by \$1,000.00 and multiplying by the rate listed below for the category appropriate for your business type. There is a minimum fee for each category. The gross receipts you report should be the same figure reported to the Internal Revenue Service. The Finance Director reserves the right to periodically audit your reported gross receipts (Municipal Code Section 2133).

Example: If your new business is a retail clothing shop, with a category of "E" and you expect that your annual gross receipts will be \$65,000, your business license fee is: \$65,000 divided by \$1,000 = 65 x \$.35 = \$22.75.

<u>CATEGORY</u>	<u>RATE</u>	<u>MINIMUM</u>	<u>CATEGORY</u>	<u>RATE</u>	<u>MINIMUM</u>
A	\$.10	\$20.00	E	\$.35	\$20.00
B	\$.20	\$20.00	F	\$.40	\$20.00
C	\$.25	\$20.00	G	\$.25	\$40.00
D	\$.30	\$20.00	H	\$.75	\$40.00

GROSS RECEIPTS BUSINESSES: Below are just some of the examples of business categories; the type of business you are operating may not be on this list. Please call Liz Frausto at (707) 463-6215 if you need assistance with determining the appropriate category of your business.

Examples of Common Businesses and Fee Categories							
Accounting	F	Consultants	H	Fuel (Not Oil) Retail	E	Optician	H
Advertising	F	Contractor/Sub-Contractors	G	Furniture Retail	E	Optometrist	H
Airplane Retail	C	Convalescent and Skilled Nursing Facilities	E	Gardening Service	F	Osteopath	H
Ambulance Service	F	Dairy Retail	D	Garden Supplies-Retail	E	Parking Lot	F
Answering Service	D	Dental Lab/Asst	F	Gas Stations	C	Photography Studio	F
Appliance Retail	C	Dentist	H	General Merchandise Retail	E	Physical Therapist	H
Appraisers	F	Developers	H	General Merchandise Wholesale	D	Psychological Services	H
Architectural Services	F	Doctor	H	Gift Shop	F	Public Relations	F
Attorney	H	Drafting	F	Grocery Store	B	Radio Stations	F
Auto Repair	F	Dress Shop Retail	E	Group Stores Retail	E	Radio Sales Retail	D
Barber Shop	D	Drugs Retail	D	Internet, Satellite and Cable Providers	F	Real Estate	F
Beauty Shop	D	Drugs Wholesale	C	Handy Man	F	Record and Video Sales	E
Bicycle Sales Retail	C	Dry Cleaners	B	Hearing Aid Repair/Sales	D	Refuse Systems	F
Bookkeeping	F	Electronics Repair	F	Hospital	D	Restaurants	E
Book Store Retail	D	Electronics Sales	E	Hotel	F	Residential Short Term Rentals (Airbnb, VRBO, Etc.	F
Bowling Alley	F	Electric Supplies	C	Janitorial Services	F	Sporting Goods Retail	E
Building Materials-Retail	E	Educational Services	H	Jewelry Repair	F	Sporting Goods Wholesale	E
Business Machine Sales	F	Engineering	F	Laboratories	H	Stationary Retail	E
Camera Store Retail	D	Esthetician	D	Laundries	B	Stores Retail	E
Car Rental	F	Equipment Rental	F	Linen Svc/Supply	C	Surgeon	H
Car Sales New/Used	D	Farm/Garden Supply Retail	E	Lumber Retail	E	Tattoo Artists	D
Car Washes	F	Farm Equipment Retail	E	Management	F	Technicians	H
Carpet Sales Retail	C	Fitness Facilities	F	Massage Therapist	H	Travel Agency	F
Chiropractor	H	Floor Covering Sales	C	Motel	F	Upholstery Auto/Furniture	D
Clothing Retail	E	Florist Retail	C	Mortuary and Funeral Home	F	Vending Machine Sales	D
Childcare	F	Florist Wholesale	D	Nursery	F	Veterinarian	H
Clothing Wholesale	D	Food Stores	B	Office Supply Retail	E	Wallpaper Retail	E



Welcome to the City of Ukiah Business Community

***City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482
(707) 463-6202***

Dear Valued Customer,

The issuance of the City of Ukiah Business License Certificate does not authorize you to operate your business until the following have approved your Business License:

Planning Department

Fire Marshal and/or

Building Inspector

Mendocino County Health Department (if applicable)

Have an Allowed Use from the Planning Department

Through this application process, if an inspection is required, you will be contacted by the Building Inspector and Fire Marshal to have your location inspected within the next 4 weeks. Additional permits and related charges may apply. (City of Ukiah Municipal Code, § 2112, 2113 and § 2114.)

Thank you,

***City of Ukiah
Finance Department***



***City of Ukiah
Business License
Proof of Application***

Business License #: _____ Name of Business _____

Date Application Processed: _____ Business License Fee Paid \$ _____

Processed by: _____