

# CITY OF CHOWCHILLA

CALIFORNIA



Finance Department  
 Chowchilla City Hall  
 130 S Second Street  
 Chowchilla, CA 93610  
 Telephone: (559) 665-8615, ext. 751  
 Finance@CityOfChowchilla.org

## IN TOWN BUSINESS LICENSE APPLICATION

<input type="checkbox"/> New Business License	<input type="checkbox"/> Change of Ownership	<input type="checkbox"/> Change of Address/Name
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MUNICIPAL CODE SECTION 5.04.020 LICENSE REQUIRED – It is unlawful for any person, as principal, either for himself or for any other person or partnership or as an officer of any corporation, to commence or carry on any business, trade, calling, profession or occupation specified in this chapter or specified in Chapter 5.08 in the city, without first having registered or procured a license from the city to do so or without complying with all regulations of such trade, calling, profession or occupation contained in this chapter and Chapter 5.08.

**THIS APPLICATION MUST BE FILLED OUT COMPLETELY, SIGNED.**

Legal Business Name/DBA						
Business Physical Address <input type="text"/> Number <input type="text"/> Street <input type="text"/> Unit/Suite # <input type="text"/> City <input type="text"/> State <input type="text"/> Zip <small>For home-based business ONLY, list the address where individual consents to receive service of process per BPC Section 16000.1(a)(2). If the home address is not listed, proof of compliance per BPC Section 17538.5(a)(2) is required.</small>						
Mailing Address (if different) <input type="text"/> Number <input type="text"/> Street <input type="text"/> Unit/Suite # <input type="text"/> City <input type="text"/> State <input type="text"/> Zip						
Contact Person				Business Phone <input type="text"/>		
Email				Chowchilla Start Date <input type="text"/>		

Business Class (Check one)  Sole Proprietor  Corporation (provide list of officers)  LLC  Partnership  Non-Profit

Business Type (Check one)  Retail  Service  Contractor  Profession  Manufacturer  Wholesale

Detailed business description:				Chowchilla Estimated Gross Sales: <input type="text"/>	
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Is the address of the business in your home located within Chowchilla City limits?  NO  YES If YES is checked you must submit a Home Occupation Permit Application along with applicable fees)

Is the address of business in a non-residential building located within Chowchilla City limits?  NO  YES If YES is checked, Square Footage Required:

PROVIDE ALL LICENSE NUMBERS APPLICABLE TO YOUR BUSINESS. NO INFORMATION WILL BE RELEASED UNLESS ALLOWED BY LAW

Resale (Seller's Permit) #	State Contractor #	
Federal ID#	State License #	
Firearms Sales <input type="checkbox"/> NO <input type="checkbox"/> YES; Federal License #	NPDES #	

THIS INFORMATION IS NOT FOR PUBLIC RELEASE	OWNER(S) or OFFICER(S) INFORMATION (Attach a separate sheet if additional space is needed)				
Name		Name			
Home Address		Home Address			
City	State	Zip	City	State	Zip
Home Phone			Home Phone		

**WARNING:** FAILURE TO SECURE WORKERS COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO \$100,000 IN ADDITION TO THE COST OF COMPENSATION AND DAMAGES AS PROVIDED FOR IN SECTION 3700 OF THE LABOR CODE, INTEREST, AND ATTORNEYS FEES.

**CERTIFICATION:** My signature below certifies that:

- I have read the statements on this application and have indicated those conditions which are applicable to the nature of my business; I declare under penalty of perjury under the laws of the State of California that I have obtained all the necessary licenses and/or permits that are required due to the nature, location or other characteristics of my proposed business.
- I understand the provisions of Chowchilla Municipal Code Title 5, Chapter 5.04, AND 5.08, and I also understand that the information on this application will be sent to various governmental agencies and/or departments for review.
- I declare under penalty of perjury under the laws of the State of California that the foregoing is true to the best of my knowledge; furthermore, I understand that should it be found that false information has been supplied, or there is a violation of City ordinance laws, it is cause for immediate revocation of my license.
- Should any of the above information change after this date, I will notify the City of Chowchilla of such changes.
- I understand that the City of Chowchilla retains the right to request verification of my/our current year estimated annual income to ensure that I am paying the correct business license fee.
- Business Licenses are issued July 1 of each year and expire on June 30 of the following year. For new Business License applicants, fees may be prorated based by quarter. Please contact City Hall for rates. NOTE: A business license is permanent unless terminated or revoked. You must terminate your account in writing. If not, you will continue to be billed and be responsible for the amount due.

Printed name	Signature	Date
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**PROVIDE AN ANSWER TO EACH OF THE FOLLOWING QUESTIONS**

What was the building last used for?						
Was the space vacant prior to you occupying it?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Are there other businesses or tenants in the building you are occupying?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Will you be making any changes to the building or space you are occupying? (i.e., plumbing, electrical, mechanical, or structural changes, including new walls, doors, windows, etc.)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Will you require a sign for your business to include Temporary signs or Banners? All Signs require Permits.	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Will you be offering/selling any type of food/drink?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Will your business involve the sale of sexually oriented material?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Will your business involve the use of any hazardous material, including aerosols, combustibles, compressed gases, or other hazardous materials?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Will your Business discharge Water into the Storm Drain System?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Will your business involve firearms or gunpowder?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Will your business involve a taxi cab or other transportation services? (NOTE: Requires City Council approval)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Will your business involve private security guard/company services?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Will your business involve tattooing?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Will your business involve massage?	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA
Door to door soliciting of goods for services? (NOTE: Requires City Council approval)	<input type="checkbox"/>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	NA

**OFFICIAL USE ONLY**

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature	Date
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Return this application along with payment and any additional paperwork to the CITY OF CHOWCHILLA, BUSINESS LICENSE DIVISION 130 S SECOND ST, CHOWCHILLA CA 93610. Allow one to two weeks for processing and approval of your Business License Application.

# BUSINESS LICENSE FEES

Fees are effective as of July 1, 2023, and are subject to change annually

Issuance of a Business License evidences that the person(s), firm, or corporation named herein has paid the applicable fee required by the City of Chowchilla Municipal Code. Payment of a Business License Application Fee does not relieve the applicant of the requirements to comply with other regulations of City, County, State, or Federal government agencies. You are encouraged to ensure any proposed business satisfies all regulations prior to establishing a business.

Type of Business	License Fee*		
Application Fee (Non-Refundable) Due Upon Receipt of Application	\$28.00		
Retail & General	\$35.00 – \$525.00 (fee determined upon approval)		
Contractors	\$22.00 – \$917.00 (fee determined upon approval)		
Service Based	\$21.00 – \$344.00 (fee determined upon approval)		
Fire Inspection (In-town business or as required)	Varies Based on the Size of the Building		
<b>The following permits require separate forms to be completed and submitted</b>			
Home-Based Business Only – Home Occupation Permit	\$50.00		
Sign Plan Review	\$81.00		
<b>Administrative Use Permit</b>			
Administrative Use Permit Application (Not Specified Below) (AUP)	\$550.00		
AUP Application - Cottage Home	\$250.00		
AUP Application - Street Fair Public Property	\$450.00		
AUP Application - Street Fair Private Property	\$100.00		
<b>Attachments Required</b>			
<input type="checkbox"/> Home Occupation Permit	<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Administrative Use Permit	<input type="checkbox"/> Fictitious Name Permit
<input type="checkbox"/> Health Certificate Permit	<input type="checkbox"/> Contractor License Verification	<input type="checkbox"/> Fire Inspection Certification	

\*Included in the base fee is a \$4.00 CASp Services fee (SB 1186) per state mandate. Governor Brown signed AB 1379 into law on October 11, 2017, that adds a state fee of \$4.00 on any applicant for a local business license, or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

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:

The Division of the State Architect  
[www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)

The Department of Rehabilitation  
[www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)

The California Commission on Disability Access  
[www.ccda.ca.gov](http://www.ccda.ca.gov)