

Welcome to the City of Cloverdale Business Community

The Business License Tax is an amount due for operating a business in Cloverdale. It is not a regulatory license, meaning, the license does not give permission to operate a business rather, it is a tax to business owners who do and intend to generate revenue with business transactions in Cloverdale.

Conducting business in the City of Cloverdale without paying a license tax can result in penalties, Notice of Violation, and/or Administrative Citations. It is also a misdemeanor to violate the City Business License ordinances.

An informational brochure is available in the lobby of City Hall to answer questions regarding the business license tax.

Instructions for completing the Business License Tax Application

Attached is the five page Business License Tax Application packet. This packet is designed specifically for individuals and businesses with a Cloverdale-based location. If you are not located in Cloverdale, pages 4 and 5 of this packet will not apply and can be discarded.

- 1. Complete Section 1 and Section 2.
 - a. All items require data the license certificate will not be issued if information is illegible or missing. If an item does not apply, please write N/A. A "dba" (doing business as / fictitious business name statement) is not a requirement of the City but may be a requirement of other state, federal or local entities.
- 2. Complete Section 3.
 - a. Enter the number of employees in your business. Included yourself in this count, and any other individuals who rely on you for a paycheck.
 - b. If you are operating a housing or hotel type of business, (i.e., apartment complex, or bed and breakfast, or vacation property), enter the number of units. For an apartment complex, enter the number of units. If a bed and breakfast or vacation property, enter the number of rooms available for rent.
 - c. Enter the Business Category number by referring to the list on page two. Find the business description that most closely matches yours, follow the column to the right and enter this number in Section 3.
 - d. Enter the Calculated Tax Due by finding your business category tax rate on page three of this application packet. The amount due is based on the month the business actually started in Cloverdale or is planned to start. Enter this amount in Section 3.
- 3. Complete Section 4 by signing your name, printing your name and dating the application.
- 4. If your business is located in Cloverdale, complete page 4 and page 5 and return both pages with your application and tax payment. If you are not located in Cloverdale, these pages can be discarded.
- 5. If mailing the application, make check payable to City of Cloverdale and mail to City of Cloverdale, Business License Dept., PO Box 217, Cloverdale, CA 95425.
- 6. If paying by debit/credit card or cash, payment is accepted in person at City Hall, 124 N. Cloverdale Blvd., Cloverdale, CA 95425.

If you have additional questions, please email lsmith@ci.cloverdale.ca.us or call 707.894.2521. An informational brochure, the municipal code, additional application packets and FAQs can be found online at www.cloverdale.net.



BUSINESS LICENSE TAX APPLICATION

124 N. Cloverdale Blvd., Cloverdale, CA 95425 Phone: 707-894-2521 Fax: 707-894-3451 www.ci.cloverdale.ca.us

REQUIRED - CHECK ONE

- □ New Application
- Change of AddressChange of Business Name

NOTE: A change in ownership requires a new application.

SECTION 1: Enter business information below. Do not leave any item blank. If not applicable, write N/A.							
Business Name	Business Start Date	Date Year					
DBA Name	State Resale #						
Contact Name Title	Federal ID # (EIN)						
Physical Address	State Employer ID #						
(Cannot be P.O. Box)	State Contractor's License #	·					
Mailing Address(If different than above)	State License Type						
Business Phone Fax	State License Exp Date	nth Date Year					
Ownership Type: ☐ Corporation ☐ Corp / LLC ☐ Partnership ☐ Sole Proprietor / Inc	lividual □ Trust □ Non-P	rofit 501(c)(3)					
Basic Description of Business Activity							
SECTION 2: Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet	if necessary).	e if additional sheet					
1 st Owner Name Title							
Home Address							
(Cannot be P.O. Box) City Sta	ate Zip Coo	de					
Driver's License Number Soc Sec Numbe	ſ						
2 nd Owner Name Title							
Home Address							
(Cannot be P.O. Box) City Sta	ate Zip Coo	de					
Driver's License Number Soc Sec Numbe	r						
SECTION 3: Calculate the Business License Tax Due with Application							
The Business License Tax is an annual tax due prior to January 31 st of each calendar year to prevent penalties. Renewals are mailed each December. Your business will receive an annual renewal invoice to pay based on this application. If you close your business, or are no longer doing business in Cloverdale, you must notify us in writing prior to January 31 st to avoid penalties and collection efforts. Tax and penalties are non-refundable.							
Number of Employees (must be one or greater) Number of Units (if housing/hotel) (N/A if not applicable)							
Business Category (see page 2 for categories) Calculated Tax Due \$ (see page 3 for tax amounts)							
Section 4: Signature	CITY OF CLOVERDALE	OFFICE USE ONLY					
I declare under penalty of perjury that all statements contained herein are, to the best of my knowledge and belief, true. I understand that the issuance of this business license does not exempt the application of City building,	Category:	OFFICE DATE STAMP					
planning and/or zoning requirements for my business; and that all necessary	Annual Fee:						
land use permits, building permits and any other permits required by law have been or will be secured prior to the commencement of the business	Fee Paid:						
activity which is the subject of this application. I understand the tax paid is	Penalty Paid:						
non-refundable, even if I do not engage in business activity in Cloverdale. I agree to notify the City of Cloverdale, in writing, if I am no longer doing	BL#						
business in the City of Cloverdale, in writing, in Fam no longer doing	COPY TO						
Signature of Owner or Representative	☐ PLANNING DEPT						
Printed Name Date							



BUSINESS CATEGORIES

Identify your Business Category Number based on the closest matching business description from below.

Enter this number on the first page the Business License Tax Application.

BUSINESS DESCRIPTION	BUSINESS CATEGORY	BUSINESS DESCRIPTION	BUSINESS CATEGORY
Advertising by means of display advertisement towed by a vehicle without sound equipment	30	Home occupation, such as dressmaking, cooking and baking to order, individual music, dance and arts instruction, individual tutoring in academic studies	27
Advertising by means of handbills, dodgers, stickers, advertising samples	29	House Mover	23
Advertising - all firms engaged in the erecting, operation of and maintaining any outdoor advertising or display signs, self-	28	Junk / Wrecking Yard	4
contained or on any building or structure, regardless of size per sign		Landscape / Gardening	1
All other lawful and authorized business, other than salaried employee or employees for wages, not included	31	Laundry / Dry Cleaner	1
. ,		Machine Welding Shop and the like	1
Amusement or recreation parlor, card room or arcade	14	Manufacturing, packing and shipping	19
Animal Hospital / Kennels	1	Mortuary	24
Any individual performing any service by the hour or piece or job, other than a contractor, and not having a regular place of business	26	Occult and related sciences and practices, fortunetelling, palmistry and the like, for fee, remuneration, gift or any profit	13
Any scheme of club, prize or membership which is substantially a	3	Pawnbroker	22
sale technique or device and not carried on from an established business location		Photograph Studios	1
Apartment houses, hotels, motels, boardinghouses and other	11	Printers / Engravers	1
authorized housing facilities (except duplexes and single-family dwellings which are exempt)		Professional offices, including real estate offices but not excluding insurance offices where no other transaction or business is conducted except insurance	5
Appliance Store and the like	1	Public dances, where an admission fee is charged or other profit	12
Arts / Craftsmen	1	purpose (except those under the auspices and for the benefit solely of a social, civic, veteran, religious or fraternal	
Auto sales, including parts, service and accessories on one	25	organization) payable before five p.m. of the preceding day, per twenty-four-hour period	
property, used motor vehicle lots, and tractor and farm implement sales, service and repairs.		Public Stenographers	1
Barbershop and each non-employee operator	1	Public Utilities not operating under a franchise granted by the city	10
Beauty salon and each non-employee operator	1	Radio Repair Shop and the like	1
Billiard rooms, poolrooms, ice and roller rinks	15	Retail Establishment	1
Bowling Alleys	16	Riding Academy	1
Building Material Yard	1	Shoe Repair Shop and the like	1
Carnivals, circuses, tent shows, street fairs	9	Sign Painters	1
Club / Coach / Schools	1	Solicitors of all kinds	18
Contractors - all general contractors	6	Street Vendors or Peddlers	17
Contractors - not operating a retail or wholesale business in conjunction with their contracting business in the city	7	Theaters	20
Contractors - operating a retail or wholesale business in conjunction with their contracting business in the city	8	Trucking / Hauling	1
Drugstore	1	Upholsterer / Upholstery	1
Feed / Fuel Store	1	Vendor or merchandise, who sell or deliver articles to private residence, or public places of business not owned by such	2
Food / Drink Establishment	1	vendor, including freight lines or other for-hire delivery services	
Garage / Motor Vehicle Repair Shop	1	that make regular deliveries within the city limits of Cloverdale	
Gasoline Service Station	1	Watch Repair	1
General Merchandising Store	1	Wholesale Merchant	1



BUSINESS CATEGORY CALCULATED TAX RATES

FROM PAGE TWO IDENITIFY YOUR PRIMARY BUSINESS, TAKE NOTE OF THE BUSINESS CATEGORY NUMBER AND FIND THE AMOUNT DUE LISTED BELOW.			THE ANNUAL TAX IS PRO-RATED BASED ON THE MONTH THE BUSINESS STARTED OR FIRST STARTED DOING BUSINESS IN CLOVERDALE. USE THIS CHART TO DETERMINE THE TAX DUE WITH THE APPLICATION			ERDALE.
BUSINESS CATEGORY	UNITS / EMPLOYEES / PER YEAR	ANNUAL RATE	JAN - MAR	APR - JUN	JUL - SEPT	OCT - DEC
1	Up to three employees, per year	\$56.25	\$56.25	\$42.19	\$28.13	\$14.07
1	Four to seven employees , per year	\$78.75	\$78.75	\$59.07	\$39.38	\$19.69
1	Eight or more employees, per year	\$112.50	\$112.50	\$84.38	\$56.25	\$28.13
2	Per year	\$56.25	\$56.25	\$42.19	\$28.13	\$14.07
3	Per year	\$225.00	\$225.00	\$168.75	\$112.50	\$56.25
4	Per year	\$112.50	\$112.50	\$84.38	\$56.25	\$28.13
5	Per year	\$56.25	\$56.25	\$42.19	\$28.13	\$14.07
6	Per year	\$112.50	\$112.50	\$84.38	\$56.25	\$28.13
7	Per year	\$56.25	\$56.25	\$42.19	\$28.13	\$14.07
8	Per year	\$112.50	\$112.50	\$84.38	\$56.25	\$28.13
9	First 24 hours and	\$225.00	\$225.00	\$168.75	\$112.50	\$56.25
9	Each 24 Hours thereafter	\$112.50	\$112.50	\$84.38	\$56.25	\$28.13
10	Per year	\$337.50	\$337.50	\$253.14	\$168.75	\$84.38
11	0 - 4 units / rooms, per year is \$56.25 plus \$6.00 for each unit/room per year (maximum tax \$75.00/year)	\$56.25	\$56.25	\$42.19	\$28.13	\$14.07
12	Per year	\$56.25	\$56.25	\$42.19	\$28.13	\$14.07
13	Per year	\$225.00	\$225.00	\$168.75	\$112.50	\$56.25
14	Per year	\$225.00	\$225.00	\$168.75	\$112.50	\$56.25
15	Per year	\$67.50	\$67.50	\$50.63	\$33.75	\$16.88
16	Per year	\$112.50	\$112.50	\$84.38	\$56.25	\$28.13
17	Per year	\$225.00	\$225.00	\$168.75	\$112.50	\$56.25
18	Per year	\$225.00	\$225.00	\$168.75	\$112.50	\$56.25
19	\$67.50 plus \$11.25 for each employee per year (maximum tax \$225.00/year)	\$67.50	\$67.50	\$50.63	\$33.75	\$16.88
20	Theaters (less than 600 seats), per year	\$78.75	\$78.75	\$59.07	\$39.38	\$19.69
22	Per year	\$225.00	\$225.00	\$168.75	\$112.50	\$56.25
23	Per year	\$112.50	\$112.50	\$84.38	\$56.25	\$28.13
24	Per year	\$112.50	\$112.50	\$84.38	\$56.25	\$28.13
25	One to seven employees, per year	\$78.75	\$78.75	\$59.07	\$39.38	\$19.69
25	Eight or more employees, per year	\$112.50	\$112.50	\$84.38	\$56.25	\$28.13
26	Per year	\$56.25	\$56.25	\$42.19	\$28.13	\$14.07
27	Per year	\$22.50	\$22.50	\$16.89	\$11.25	\$5.63
28	Per year	\$56.25	\$56.25	\$42.19	\$28.13	\$14.07
29	Per person, per year	\$37.50	\$37.50	\$28.13	\$18.75	\$9.38
29	Per person, per day of distributing	\$6.00	\$6.00	\$4.50	\$3.00	\$1.50
30	Per vehicle, per year	\$56.25	\$56.25	\$42.19	\$28.13	\$14.07
31	Per year	\$67.50	\$67.50	\$50.63	\$33.75	\$16.88



ONLINE WEBSITE LISTING CATEGORY

Businesses in Cloverdale may be listed in the online business directory of the City of Cloverdale website at no cost. The directory listing was developed to promote local businesses (www.cloverdale.net). If you want to be added to the listing, please complete this form and return with your business license tax application. This is NOT the same as the Business Category used to calculate your tax.

Select one Website Listing Category from the choices below and enter the Cat # here:					
Business Name (as you want it to appear in the Directory)					
Business Contact Name (if you want it to appear in the Directory)					
Business Address (if you want it to appear in the Directory)					
Website URL (if you want it to appear in the Directory)					
Business Email for Customers (if you want it to appear in the Directory)					
Phone/Fax (if you want it to appear in the Directory) Phone Fax Number					

CAT#	<u>DESCRIPTION</u>	CAT#	<u>DESCRIPTION</u>	CAT#	<u>DESCRIPTION</u>	CAT#	DESCRIPTION
001	Accounting / Bookkeeping	029	Craft Supplies	056	Internet Marketing	084	Roofing
002	Advertising	030	Dance Studio	057	Landscaping	085	Satellite Television
003	Antiques	031	Dining	058	Laundromat	086	Saw / Mower Service and
004	Apartments	032	Drug Store	059	Locksmith		Repair
005	Appraiser	033	Elected Officials	060	Lodging	087	School
006	Architect	034	Electricians	061	Lumber Supplies	088	Senior Housing
007	Attorney	035	Electronics	062	Manufacturing	089	Shipping / Mail Center
008	Automotive Parts/Services	036	Employment Services	063	Metal Fabrication	090	Skydiving
009	Banks / Credit Union	037	Engineer/Engineering	064	Miscellaneous	091	Spa Services Hair / Face / Nail /
010	Bar	038	Environmental	065	Mortgage Services		Massage
011	Barber Shop	039	Equipment Rentals	066	Motorcycle Sales / Repair	092	Storage
012	Beauty Salon / Services	040	Event / Meeting Facilities	067	Music Related	093	Surveyor
013	Bed and Breakfast Inns	041	Excavating / Backhoe	068	Newspaper	094	Tax Preparation
014	Bicycle Sales / Rental /	042	Financial Services	069	Non Profit Fund Raising	095	Taxi Service
	Repair	043	Fitness	070	Notary Service	096	Theater
015	Book Store	044	Flooring Service	071	Painting Contractor	097	Toy Store
016	Bookkeeping / Consulting	045	Free Lance Writer	072	Pet Care	098	Travel Services
017	Brewery	046	Gas Station / Convenience	073	Pharmacy	099	Tree Care Service
018	Building Design		Store	074	Photographer	100	Trucking Service
019	Business Owner	047	Geologist	075	Plant / Nursery	101	Upholstery
020	Car Wash	048	Gift Store	076	Plumber / Plumbing	102	Vacation Rental
021	Caterer	049	Glass Repair Service	077	Property Inspection	103	Veterinary
022	Childcare	050	Grocery	078	Printing Services	104	Welding Services
023	Churches	051	Handyman Service	079	Publishing	105	Wholesale Food Distributor
024	Cleaning Services	052	Hardware Store	080	R V Parking / Camping	106	Winery, Related Services
025	Clothing Store	053	Health Care and Related	081	Real Estate Services	107	Woodworking
026	Computer Services		Services	082	Recreation		
027	Consulting Services	054	Insurance	083	Residential Care Facility		
028	Contractors	055	Interior Design		for Elderly		

CITY OF CLOVERDALE - OFFICE USE ONLY BI	L#
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Cloverdale Police Department

112 Broad Street

Cloverdale, CA 95425

Phone: (707) 894-2150

Fax: (707) 894-5203

CLOVERDALE BUSINESS EMERGENCY INFORMATION

This form must be completed and submitted with your business license application if your business is physically located in the City of Cloverdale. The information is used in the event of an emergency response to your business location by the Cloverdale Police Department. If requested by an officer, police dispatchers will contact a Responsible Party anytime day or night to respond.

Business Name:		
Business Physical Address:		
Business Phone:	ness Fax:	
Business Owner Name:		
Business Owner Main Contact Phone N	umber:	
Business Owner After-Hours Contact Ph	none Number:	
List Names of Persons Who Have	Entry Access to the Pro	pperty and Will Respond in an Emergency
1 st Contact:	Address:	
Home Phone:	Cell Phone:	-
2 nd Contact:	Address:	
Home Phone:	Cell Phone:	,
3 rd Contact:	Address:	
Home Phone:	Cell Phone: _	
Is there an alarm at this location? Are there interior motion detectors?		ation:
Type of alarm (burglary, fire, etc) Alarm company (if applicable)	Silent or audible 24/7 Phone:	
Is there a locked gate (that may preven	t vehicle access)?	□ Yes □ No
Does the gate require a key or combina	□ Key □ Combo □ N/A	
Are any security guards present after-h	□ Yes □ No	
Are dogs present at this location?		□ Yes □ No
If dogs are present, are they inside or o	utside the building?	☐ Inside ☐ Outside ☐ Both
Signature of Person Completing this for	·m:	Date: