



Welcome to the City of Cloverdale Business Community

The Business License Tax is an amount due for operating a business in Cloverdale. Conducting business in the City of Cloverdale without obtaining a business license can result in penalties, Notice of Violation, and/or Administrative Citations. It is also a misdemeanor to violate the City Business License ordinances.

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.
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. If operating 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.

The tax due for new business license applications is prorated based on the month the business commences in Cloverdale.

Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec
100% + \$1.00	75% + \$1.00	50% + \$1.00	25% + \$1.00

Please contact City Hall if you have any questions about the amount due. Incorrect applications will be returned.

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.

NEW BUSINESS LICENSE APPLICATIONS AND RENEWALS - EFFECTIVE JANUARY 1, 2013

On September 19, 2012, Governor Brown signed into law SB 1186 which requires local agencies to collect \$1.00 fee from each applicant for an initial or renewed "business license or equivalent instrument or permit." This requirement is effective for a five-year period beginning January 1, 2013 and ending December 31, 2018. The purpose is to fund Certified Access Specialist (CASp) programs 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 at www.dgs.ca.gov/dsa/Home.aspx
- The Department of Rehabilitation at <http://www.rehab.cahwnet.gov/>
- The California Commission on Disability Access at <http://www.cdda.ca.gov/>

If you have additional questions, please email customerservice@ci.cloverdale.ca.us or call 707.894.1700. 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 Address
 Change 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 _____ DBA Name _____ Contact Name _____ Title _____ Physical Address _____ <small>(Cannot be P.O. Box)</small> Mailing Address _____ <small>(If different than above)</small> Business Phone _____ Fax _____	Business Start Date ____ / ____ / ____ <small style="margin-left: 100px;">Month Date Year</small> State Resale # _____ Federal ID # (EIN) _____ State Employer ID # _____ State Contractor's License # _____ State License Type _____ State License Exp Date ____ / ____ / ____ <small style="margin-left: 100px;">Month Date Year</small>
---	--

Ownership Type: Corporation Corp / LLC Partnership Sole Proprietor / Individual Trust Non-Profit 501(c)(3)

Basic Description of Business Activity _____

Owner Name _____ **Title** _____

Home Address _____
(Cannot be P.O. Box)
 City _____ State _____ Zip Code _____

Home Phone _____ Alternate Phone _____

Driver's License Number _____ Soc Sec Number _____

SECTION 3: Calculate the Business License Tax Due with Application

The Business License Tax is an annual tax due prior to January 31st 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 31st 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)

<p>Section 4: Signature</p> <p><i>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, planning and/or zoning requirements for my business; and that all necessary 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 activity which is the subject of this application. I understand the tax paid is 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 business in the City of Cloverdale.</i></p> <p>Signature of Owner or Representative _____</p> <p>Printed Name _____ Date _____</p>	<p style="text-align: center;">CITY OF CLOVERDALE - OFFICE USE ONLY</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;"> Category: _____ Annual Fee: _____ SB 1186 Fee: <u> \$1.00 </u> Fee Paid: _____ Penalty Paid: _____ BL# _____ </td> <td style="width: 30%; padding: 2px; text-align: center; vertical-align: middle;"> OFFICE DATE STAMP </td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> COPY TO <input type="checkbox"/> PLANNING DEPT <input type="checkbox"/> POLICE DEPT </td> </tr> </table>	Category: _____ Annual Fee: _____ SB 1186 Fee: <u> \$1.00 </u> Fee Paid: _____ Penalty Paid: _____ BL# _____	OFFICE DATE STAMP	COPY TO <input type="checkbox"/> PLANNING DEPT <input type="checkbox"/> POLICE DEPT	
Category: _____ Annual Fee: _____ SB 1186 Fee: <u> \$1.00 </u> Fee Paid: _____ Penalty Paid: _____ BL# _____	OFFICE DATE STAMP				
COPY TO <input type="checkbox"/> PLANNING DEPT <input type="checkbox"/> POLICE DEPT					

BUSINESS LICENSE TAX AND PENALTIES ARE NON-REFUNDABLE - AVOID PENALTIES - FILE PROMPTLY

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-contained or on any building or structure, regardless of size per sign	28	Junk / Wrecking Yard	4
		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 sale technique or device and not carried on from an established business location	3	Pawnbroker	22
		Photograph Studios	1
Apartment houses, hotels, motels, boardinghouses and other authorized housing facilities (except duplexes and single-family dwellings which are exempt)	11	Printers / Engravers	1
		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 purpose (except those under the auspices and for the benefit solely of a social, civic, veteran, religious or fraternal organization) payable before five p.m. of the preceding day, per twenty-four-hour period	12
Arts / Craftsmen	1		
Auto sales, including parts, service and accessories on one property, used motor vehicle lots, and tractor and farm implement sales, service and repairs.	25	Public Stenographers	1
		Public Utilities not operating under a franchise granted by the city	10
Barbershop and each non-employee operator	1	Radio Repair Shop and the like	1
Beauty salon and each non-employee operator	1	Retail Establishment	1
Billiard rooms, poolrooms, ice and roller rinks	15	Riding Academy	1
Bowling Alleys	16	Shoe Repair Shop and the like	1
Building Material Yard	1	Sign Painters	1
Carnivals, circuses, tent shows, street fairs	9	Solicitors of all kinds	18
Club / Coach / Schools	1	Street Vendors or Peddlers	17
Contractors - all general contractors	6	Theaters	20
Contractors - not operating a retail or wholesale business in conjunction with their contracting business in the city	7	Trucking / Hauling	1
Contractors - operating a retail or wholesale business in conjunction with their contracting business in the city	8	Upholsterer / Upholstery	1
Drugstore	1	Vendor or merchandise, who sell or deliver articles to private residence, or public places of business not owned by such vendor, including freight lines or other for-hire delivery services that make regular deliveries within the city limits of Cloverdale	2
Feed / Fuel Store	1		
Food / Drink Establishment	1		
Garage / Motor Vehicle Repair Shop	1	Watch Repair	1
Gasoline Service Station	1	Wholesale Merchant	1
General Merchandising Store	1		



BUSINESS CATEGORY CALCULATED TAX RATES

FROM PAGE TWO IDENTIFY 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 WAS STARTED OR FIRST STARTED DOING BUSINESS IN CLOVERDALE. USE THIS CHART TO DETERMINE THE TAX DUE WITH THE APPLICATION.			
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	Up to 4 dwelling units / rooms, per year	\$56.25	\$56.25	\$42.19	\$28.13	\$14.07
11	Each additional over 4 units / rooms, per year (maximum tax \$75.00/year)	\$6.00	\$6.00	\$4.50	\$3.00	\$1.50
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 #	DESCRIPTION	CAT #	DESCRIPTION	CAT #	DESCRIPTION	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 Repair
004	Apartments	032	Drug Store	059	Locksmith		
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 / Massage
010	Bar	038	Environmental	065	Mortgage Services		
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 / Repair	042	Financial Services	069	Non Profit Fund Raising	095	Taxi Service
		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 Store	073	Pharmacy	099	Tree Care Service
018	Building Design			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 Services	081	Real Estate Services	107	Woodworking
026	Computer Services			082	Recreation		
027	Consulting Services	054	Insurance	083	Residential Care Facility for Elderly		
028	Contractors	055	Interior Design				

CITY OF CLOVERDALE - OFFICE USE ONLY

BL # _____



Cloverdale Police Department

Stephen Wayne Cramer, Chief of Police

112 Broad Street • Cloverdale, CA 95425 • Phone: (707) 894-2150 • Fax: (707) 894-5203

Cloverdale Police Department Business Information for Emergency Contact

Please complete and return this form to the Cloverdale Police Department. The information is used in the event Cloverdale Police Department responds to your business for an emergency. If requested by an officer, a police dispatcher will contact you or your agent anytime day or night to respond.

Business Name: _____

Business Physical Address: _____

Business Phone: _____ Business Fax: _____

Business Owner Name/Manager Name: _____

Business Owner/Manager Main Contact Phone Number: _____

Business Owner/Manager After-Hours Contact Phone Number: _____

List Names of Persons Who Have Entry Access to the Property and Will Respond in an Emergency

Call 1st: Name: _____ Address: _____

Phone: _____ Alt Phone: _____

Call 2nd: Name: _____ Address: _____

Phone: _____ Alt Phone: _____

Call 3rd: Name: _____ Address: _____

Phone: _____ Alt Phone: _____

Is there an alarm at this location? Yes No

Type of alarm (burglary, fire, panic, etc.) _____ Silent or audible _____

Are there interior motion detectors? Yes No Location(s): _____

Alarm company (if applicable) _____ Phone _____

Is there a locked gate (that may prevent vehicle access)? Yes No Perimeter gate: Yes No

Does the gate require a key or combination for entry? N/A Key Combo (code is: _____)

Are any security guards present after-hours? Yes No

Are dogs present at this location? Yes No

If dogs are present, are they inside or outside the building? Inside Outside Both

Other information: _____

Signature of Person Completing this form: _____ Date: _____



Business License FAQ's

Why is a City Business License required?

In 1965, the City of Cloverdale business license tax ordinance 220-65 was established to license *“the transaction and carrying on of certain businesses, trades, professions, callings and occupations in the City of Cloverdale, for the purpose of raising municipal revenue.”*

What is a Business License?

A business license is not a regulatory license— it is a tax to help pay for the public safety needs of the community; and to provide ongoing maintenance of our streets and parks for the citizens of the City of Cloverdale.

Who is required to obtain a Business License?

All businesses selling or producing a product, or providing a service to anyone within the Cloverdale city limits must obtain a Business License.

What is the Business License tax based on?

The tax is based on the type of business being conducted in the City of Cloverdale.

How much does an annual Business License cost?

The business license tax is a flat-rate tax that varies depending on the type of business and number of employees. A typical annual business license tax starts at \$56.25 goes up to \$337.50 annually.

How long is my Business License Valid?

Business licenses are valid from January 1st – December 31st. Each December, the City will mail a renewal notice for the following year.

How often do I pay this tax?

The annual payment is due prior to January 31st of each year.

Do I need a new license if I move or sell my business?

Business licenses are non-transferrable. When a business moves or is sold a new application will need to be completed.

Do I need other permits?

Depending upon the type of business and business location, you may need a permit from the Planning/Community Development Department. To find out if additional permits are required, call the Planning Department at 707-894-1726.

How long does it take for the Business License to be approved?

The approval process takes approximately two weeks.

Who do I contact if I have questions regarding a Business License?

For additional information please contact the Finance Department at 707-894-1700.