

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% + \$4.00	75% + \$4.00	50% + \$4.00	25% + \$4.00

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.

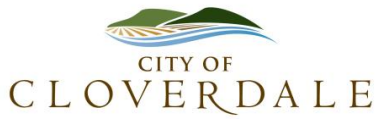
NEW BUSINESS LICENSE APPLICATIONS AND RENEWALS - EFFECTIVE JANUARY 1, 2013

On September 19, 2012, Governor Brown signed into law SB 1186 which requires local agencies to collect \$4.00 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.cloverdale.net

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>
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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> \$4.00 </u> Fee Paid: _____ Penalty Paid: _____ BL# _____ </td> <td style="width: 30%; text-align: center; vertical-align: middle; padding: 2px;"> 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> \$4.00 </u> Fee Paid: _____ Penalty Paid: _____ BL# _____	OFFICE DATE STAMP	COPY TO <input type="checkbox"/> PLANNING DEPT <input type="checkbox"/> POLICE DEPT	
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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 three employees, per year	\$56.25	\$56.25	\$42.19	\$28.13	\$14.07
25	Four 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	\$9.35
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.

Check one Website Listing Description from the choices below.

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 _____

DESCRIPTION		DESCRIPTION		DESCRIPTION		DESCRIPTION	
Accounting / Bookkeeping		Craft Supplies		Internet Marketing		Roofing	
Advertising		Dance Studio		Landscaping		Satellite Television	
Antiques		Dining		Laundromat		Saw / Mower Service and Repair	
Apartments		Drug Store		Locksmith			
Appraiser		Elected Officials		Lodging		School	
Architect		Electricians		Lumber Supplies		Senior Housing	
Attorney		Electronics		Manufacturing		Shipping / Mail Center	
Automotive Parts/Services		Employment Services		Metal Fabrication		Skydiving	
Banks / Credit Union		Engineer/Engineering		Miscellaneous		Spa Services Hair / Face / Nail / Massage	
Bar		Environmental		Mortgage Services			
Barber Shop		Equipment Rentals		Motorcycle Sales / Repair		Storage	
Beauty Salon / Services		Event / Meeting Facilities		Music Related		Surveyor	
Bed and Breakfast Inns		Excavating / Backhoe		Newspaper		Tax Preparation	
Bicycle Sales / Rental / Repair		Financial Services		Non Profit Fund Raising		Taxi Service	
		Fitness		Notary Service		Theater	
Book Store		Flooring Service		Painting Contractor		Toy Store	
Bookkeeping / Consulting		Free Lance Writer		Pet Care		Travel Services	
Brewery		Gas Station / Convenience Store		Pharmacy		Tree Care Service	
Building Design			Photographer		Trucking Service		
Business Owner		Geologist		Plant / Nursery		Upholstery	
Car Wash		Gift Store		Plumber / Plumbing		Vacation Rental	
Caterer		Glass Repair Service		Property Inspection		Veterinary	
Childcare		Grocery		Printing Services		Welding Services	
Churches		Handyman Service		Publishing		Wholesale Food Distributor	
Cleaning Services		Hardware Store		R V Parking / Camping		Winery, Related Services	
Clothing Store		Health Care and Related Services		Real Estate Services		Woodworking	
Computer Services				Recreation			
Consulting Services			Insurance		Residential Care Facility for Elderly		
Contractors		Interior Design					

CITY OF CLOVERDALE - OFFICE USE ONLY	BL # _____
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Cloverdale Police Department

Stephen Cramer, Chief of Police

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: _____ Business Fax: _____

Business Owner Name: _____

Business Owner Main Contact Phone Number: _____

Business Owner After-Hours Contact Phone Number: _____

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

1st Contact: _____ Address: _____

Home Phone: _____ Cell Phone: _____

2nd Contact: _____ Address: _____

Home Phone: _____ Cell Phone: _____

3rd Contact: _____ Address: _____

Home Phone: _____ Cell Phone: _____

Is there an alarm at this location? Yes No

Are there interior motion detectors? Yes No Location: _____

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

Alarm company (if applicable) _____ 24/7 Phone: _____

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

Does the gate require a key or combination for entry? Key Combo N/A

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

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.