



## 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](http://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](mailto: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](http://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

<p><b>REQUIRED – CHECK ONE</b></p> <p><input type="checkbox"/> New Application</p> <p><input type="checkbox"/> Change of Address</p> <p><input type="checkbox"/> Change of Business Name</p> <p><b>NOTE: A change in ownership requires a new application.</b></p>
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**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 31<sup>st</sup> 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<sup>st</sup> 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><b>Section 4: Signature</b></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;"><b>CITY OF CLOVERDALE - OFFICE USE ONLY</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">           Category: _____            Annual Fee: _____            SB 1186 Fee: <u>  \$4.00  </u>            Fee Paid: _____            Penalty Paid: _____            BL# _____   <p style="text-align: center;"><b><u>COPY TO</u></b></p> <input type="checkbox"/> PLANNING DEPT  <input type="checkbox"/> POLICE DEPT         </td> <td style="width: 30%; padding: 5px; text-align: center; vertical-align: top;"> <b>OFFICE DATE STAMP</b> </td> </tr> </table>	Category: _____ Annual Fee: _____ SB 1186 Fee: <u>  \$4.00  </u> Fee Paid: _____ Penalty Paid: _____ BL# _____  <p style="text-align: center;"><b><u>COPY TO</u></b></p> <input type="checkbox"/> PLANNING DEPT <input type="checkbox"/> POLICE DEPT	<b>OFFICE DATE STAMP</b>
Category: _____ Annual Fee: _____ SB 1186 Fee: <u>  \$4.00  </u> Fee Paid: _____ Penalty Paid: _____ BL# _____  <p style="text-align: center;"><b><u>COPY TO</u></b></p> <input type="checkbox"/> PLANNING DEPT <input type="checkbox"/> POLICE DEPT	<b>OFFICE DATE STAMP</b>		

**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		Public Stenographers
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 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 # \_\_\_\_\_



# 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**

1<sup>st</sup> Contact: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

2<sup>nd</sup> Contact: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

3<sup>rd</sup> 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 1<sup>st</sup> – December 31<sup>st</sup>. 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.