



License Year: _____ - _____ Application Date: ____/____/____

Remit To: City of Ceres • c/o MuniServices, LLC • 438 East Shaw Ave Box 367 • Fresno, CA 93710
Toll Free Phone: (866) 240-3665 • Fax: (855) 219-4338 • Email: bizlicensesupport@muniservices.com

TYPE OF APPLICATION

Select One:

- New Annual/Quarterly License Application (*New Business Rates*)
- Change of Physical Address (*\$15.00 fee to update address*)
- Name Change (*No Change in FEIN. \$15.00 fee to update name*)
- Name Change (*With FEIN Change. New Business Rates*)
- Reopening of Closed Account
(\$35.00 reopening fee applies to Mill Businesses + \$4.00 CA Senate Fee + Any Outstanding License Fees)
- Temporary License Application
- Change of Ownership (*New Business Rates*)

Select One:

- Business will be physically located within the city limits of Ceres and/or have a commercial space in the city limits of Ceres.
- Business is physically located outside of the city limits of Ceres but will be conducting business within the city limits of Ceres via agents, employees, deliveries, etc.

BUSINESS INFORMATION

Legal Business Name: _____ Federal ID #: _____

DBA (Doing Business As): _____

Business Phone: _____ Alternate Phone: _____ Fax: _____

Business Physical Location: _____
(Street-No PO Box) (City) (State) (Zip)

Business Mailing Address: _____
(Address or PO Box) (City) (State) (Zip)

Ownership Type:

- Sole Proprietorship (Individual)*
 - General Partnership*
 - Corporation
 - LLC
 - LLP
 - Trust
- *All Sole Proprietorship and Partnerships are required to provide a copy of government issued identification.
(Examples: Passport, Driver's License, DMV issued ID, Matricula Consular)*

Please describe your business activity in detail: _____

Is this a Home-Based Business? Yes No Business email: _____

Contractor State License #: _____ State Tax ID #: _____ State Resale #: _____

Business website: _____ Date Business Began in Ceres: ____/____/____

OWNER/OFFICER INFORMATION – Use separate sheet of paper with additional owner/officer information if necessary.

Name: _____
(First Name) (Middle Initial) (Last Name)

Address: _____
(Street-No PO Box) (City) (State) (Zip)

Cell Phone: _____ Other Phone: _____ SSN: _____

Email Address: _____ Fax #: _____ Title: _____

Name: _____
(First Name) (Middle Initial) (Last Name)

Address: _____
(Street-No PO Box) (City) (State) (Zip)

Cell Phone: _____ Other Phone: _____ SSN: _____

Email Address: _____ Fax #: _____ Title: _____

PRIMARY CONTACT (Business License Related Questions and/or Emergency Contact)

Name: _____ Title: _____ Phone: _____
(First Name) (Middle Initial) (Last Name)

Address: _____ Cell Phone: _____
(Street-No PO Box) (City) (State) (Zip)

CALCULATE LICENSE AMOUNT DUE - Required for all applicants.

Step 1: Mill Tax Calculations - Retail Merchants, All Contractors, Professions & Services, Wholesalers & Manufacturers, Residential Hobby (If applicable – See Fee Schedule at end of application for a list of schedules/descriptions and tax rates in this category.)

Schedule Code <i>(See Fee Schedule)</i>	Description/Additional Information	License Fee Due
		\$
		\$

Step 2: Unit Count Based Accounts or Temporary Licenses (If applicable – See Fee Schedule at end of application for a list of schedules/descriptions and tax rates in this category.)

Schedule Code <i>(See Fee Schedule)</i>	Description/Additional Information	Unit Count Required for Calculation	License Fee Due
			\$
			\$

Additional Information for Unit Based Calculations:
Examples of Unit Count = # of Days, # of weeks, # of rooms/rental units, etc. as required for the calculation of the license fee

Step 3: Flat Rate Based Accounts (If applicable – See Fee Schedule at end of application for a list of schedules/descriptions and tax rates in this category.)

Schedule Code <i>(See Fee Schedule)</i>	Description/Additional Information	License Fee Due
		\$
		\$

Step 4: Misc Administrative Fees:

(If applicable - For previously registered businesses in Ceres only) (4) \$ _____
 Change of Physical Address – Pay \$15.00 only and sign form.
 Name Change Only (no change in FEIN) – Pay \$15.00 only and sign form.
 Name Change or Change of Ownership (FEIN change) – Follow steps 1, 2 and/or 3 + steps 5, 6 and 7.
 Reopening of Closed Account Mill Tax Businesses – Pay \$35.00 + Step 6 only.
 Reopening of Unit Count or Flat Rate Based Businesses – Follow steps 2 and/or 3 + steps 5, 6 and 7.

Step 5: Add Business License Application Fee (Required for New Businesses): (5) \$ 30.00

Step 6: Add CASp Fee SB-1186 (Required): (6) \$ 4.00

Step 7: Total Amount Due (Sum amounts from Steps 1, 2, 3, 4, 5 and 6): (7) \$ _____

Make check payable to: Tax Trust Account

SWORN STATEMENT

I acknowledge that the City of Ceres' issuance of a Business License and payment of Business License Tax does not entitle me/authorized representative to conduct any business in the City that is in violation of any applicable laws. I further acknowledge that the City of Ceres' issuance of a Business License does not waive the City of Ceres' right in any way to enforce compliance with applicable laws against me/authorized representative. I hereby certify, under penalty of perjury, that the information in this application is true, correct, and complete to the best of my knowledge and belief. I agree to comply with all applicable laws and ordinances regulating the operation of this business.

Signature of Business Owner/Authorized Representative _____ Printed Name _____ Date _____

CASp Fee: On September 19, 2012, Governor Brown signed Senate Bill 1186 (SB 1186) into law. SB 1186 is intended to increase disability access, encourage compliance with construction-related accessibility requirements, develop education resources for businesses, and facilitate compliance with Federal and State disability laws. From January 1, 2013, and until December 31, 2017, cities and counties were required to collect a State mandated fee of \$1.00 from "any applicant for a local business license or equivalent instrument or permit, and from any applicant for the renewal of a business license or equivalent instrument or permit." Assembly Bill 1379 was passed on October 11, 2017 which extends the assessment of the fee indefinitely and also the State mandated fee from \$1.00 to \$4.00 from January 1, 2018 until December 31, 2023. The City is required by law to inform you of the following: 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: <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>.

FOR CITY USE ONLY

FINAL APPROVAL RECEIVED FINAL NOT APPROVED FINAL NOT REQUIRED

Comments/Notes: _____

Amount Collected: \$ _____ Method: Cash Check Date: _____ Received By: _____

Approved By: Planning _____ Date: _____ Remarks: _____ _____	Approved By: Building _____ Date: _____ Remarks: _____ _____	Approved By: Fire _____ Date: _____ Remarks: _____ _____	Approved By: Police _____ Date: _____ Remarks: _____ _____	Approved By: Public Works _____ Date: _____ Remarks: _____ _____
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City of Ceres, CA

New Business License Application Fee Schedule

Questions? Contact MuniServices toll free at (866) 240-3665 or at bizlicensesupport@muniservices.com.

- Every business is required to have a business license. An application must be made to the Finance Officer stating the party to whom the license is issued, the nature of the trade or business to be pursued and place of business. New business license applicants are required to pay a non-refundable application review fee of \$30.00 **and** the applicable business license tax (see business license classifications below to determine tax).
- Business license are not assignable or transferable.
- For the protection of the public, various types of business operations are regulated through the City of Ceres Police, Fire, Building, Planning, Public Works Departments or the Stanislaus County Health Services Agency. Your business may or may not be so regulated.
- The law provides that a Business License is necessary before any business, occupation, or calling is conducted within the City. A City of Ceres Business License is required even though the business may be located outside the City or have a Business License from another City. Any persons who by the use of signs, circulars, cards, telephone book, newspaper or other means of communication or advertisement, holds or represents that he/she is engaged in business in the city shall be evidence of liability to pay tax on business conducted within the City.
- A separate license must be obtained for each branch, location or type of business operating in one location.
- All Business Licenses must be displayed at a fixed location. For businesses that do not have a fixed place, the responsible party must carry the Business Licenses on his/her person.

Schedule Code	Description/Additional Information	Business License Fee Due for NEW APPLICATIONS ONLY	Calculation Type
11.00	Ambulance	\$45.00	Flat Rate
13.00	Amusements – Carnival	\$100/day	Unit Based
13.01	Amusements – Circus	\$100/day	Unit Based
13.02	Amusements – Merry-Go-Rounds, Ferris Wheels, and Other Mechanical Rides (when not operated as part of a carnival or circus)	\$15/day	Unit Based
13.03	Amusements – Moving Picture/Theatrical Show (fixed place within City limits)	\$50/quarter	Flat Rate
13.04	Amusements – Moving Picture/Theatrical Show (other than those having a fixed place within the City limits)	\$15/day	Unit Based
13.05	Amusements – Public Dance (where admission is charged)	\$20/day	Unit Based
13.05	Amusements – Traveling Side Show	\$100/day	Unit Based
14.00	Auctioneer, Itinerant	\$45/day	Unit Based
15.00	Billboards	\$45.00	Flat Rate
50.50	Bingo	\$50.00 – Must be pre-approved.	Flat Rate
16.00	Christmas Trees	\$45.00	Flat Rate
2.01	Contractors (Accounts opening between April 1 st through September 30 th)	\$30.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
2.02	Contractors (Accounts opening between October 1 st through March 31 st)	\$15.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
17.00	Day Care/Nurseries - (Eight or more children)	\$30.00	Flat Rate
18.00	Delivery by Vehicle – Multiple deliveries (based outside of the City limits)	\$30.00	Flat Rate
18.01	Delivery by Vehicle – Towing (based outside of the City limits)	\$30.00	Flat Rate
19.00	Fortune Telling, as defined in Section 9.32.102	\$75.00	Flat Rate
12.00	Merchant Patrol Services	\$30.00	Flat Rate
3.01	Professions & Services (Accounts opening between April 1 st through September 30 th)	\$30.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
3.02	Professions & Services (Accounts opening between October 1 st through March 31 st)	\$15.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax

Schedule Code	Description/Additional Information	Business License Fee Due for NEW APPLICATIONS ONLY	Calculation Type
20.00	Rental or Lease of Property - Apartment House/Rental Unit	Apartment House/Rental Unit (2-5) = \$15 Apartment House/Rental Unit (6-9) = \$20 Apartment House/Rental Unit (10-20) = \$25 Each additional 10 units or fractional part thereof = \$10	Unit Based
20.01	Rental or Lease of Property - Boarding or Lodging Houses	Two Persons = \$15 Each additional person (maximum of 6) = \$5 per person	Unit Based
20.04	Rental or Lease of Property - Commercial	No fee at this time	n/a
20.05	Rental or Lease of Property - Industrial	No fee at this time	n/a
20.03	Rental or Lease of Property - Mobile Home Park/Trailer Court	20 units or less = \$25 Each additional 10 units or fractional part thereof = \$10	Unit Based
20.06	Rental or Lease of Property - Single Family Residence	No fee at this time for one unit. A person/business renting or leasing two or more units including single family residences is required to obtain a business license.	n/a
20.02	Rental or Lease of Property -Hotel, Motel, Cabin Court	20 rooms or less = \$25 Each additional 10 rooms or fractional part thereof = \$10	Unit Based
5.00	Residential Hobby - Gross receipts are less than \$2,000/fiscal year	\$30.00	Mill Tax
1.01	Retail Merchants (Accounts opening between April 1 st through September 30 th)	\$30.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
1.02	Retail Merchants (Accounts opening between October 1 st through March 31 st)	\$15.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
21.00	Snow-Cone, Ice Cream or Food Vehicle- Ice Cream Trucks, & Vending Machines (based outside City limits)	\$30.00	Flat Rate
22.00	Soliciting and Peddling – For soliciting or selling newspapers or magazines	\$15.00	Flat Rate
22.01	Soliciting and Peddling – QUARTERLY - For all other merchandise or wares not otherwise exempt or taxed under this chapter***Options available to pay either on quarterly, weekly or daily basis	Option 1 – Quarterly \$50/quarter	Flat Rate
22.03	Soliciting and Peddling – DAILY - For all other merchandise or wares not otherwise exempt or taxed under this chapter***Options available to pay either on quarterly, weekly or daily basis	Option 3 – Daily \$15/day	Unit Based
22.02	Soliciting and Peddling – WEEKLY - For all other merchandise or wares not otherwise exempt or taxed under this chapter***Options available to pay either on quarterly, weekly or daily basis	Option 2 – Weekly \$30/week + \$4 CA Senate Fee	Flat Rate
23.00	Tree Trimming/Yard Care/Trash Hauling/Janitorial (based outside City limits)	\$30.00	Flat Rate
24.00	Vendors - Itinerant Vendor	\$30.00	Flat Rate
4.01	Wholesalers & Manufacturers (Accounts opening between April 1 st through September 30 th)	\$30.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
4.02	Wholesalers & Manufacturers (Accounts opening between October 1 st through March 31 st)	\$15.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax

Misc Administrative Fees/Other Fees

- New Application Fee (applies to all new business applications – one time basis) = \$30.00 - Application fee and licensing fee must be paid together when your application is submitted.
- CASp Fee = \$4.00 – Applies to all new and renewal business licenses and is required annually.
- License Reprint/Duplicate License Fee = \$15.00
- Change of Physical Address = \$15.00 – Must complete a new application and have it signed off by Building/Planning. Upon approval and payment of the fee, the license will be updated and reissued.
- Name Change Only = \$15.00 - Must complete a new application and have it signed off by Building/Planning. Upon approval and payment of the fee, the license will be updated and reissued.
- Change in Ownership – Must complete a new application. Business licenses are non-transferrable.
- Reopening of Closed Account = \$35.00 – Charged on gross receipts (mill tax) based businesses only.
- Mill Tax Licenses pay an annual \$35.00 renewal fee.
- Failure to pay a business tax prior to delinquent date will result in a 10% penalty per month. Max 30% per quarter.
- **Downtown Revitalization Area – See DRA form for rates. Additional filing/payment required for only those businesses located in the Downtown Revitalization area**