

City of Grand Terrace Business License Renewal

Business Startup Checklist

In addition to the Business Startup Checklist, please review the FAQs included with this document.

- Visit or call the City of Grand Terrace Planning Division before you sign a lease or purchase a property.
 - A Zoning Clearance should be obtained by all new businesses located within the City of Grand Terrace, as well as businesses relocating within the city limits. For additional information about Zoning Clearances, and/or requirements, including applicable fees please contact our Planning Division. Planning Division (909) 824-6621 ext. 3.
 - All signs (permanent or temporary) require approval from the Planning Division before any sign can be erected. This applies to banners, flags, pennants, balloons, human sign twirlers, etc. Information on sign requirements is located in Chapter 18.80, Signs of the Grand Terrace Municipal Code.
 - If your business is to be located in your home, you must apply for a Home Occupation Permit. Please note that there are restrictions on the types of businesses that can be conducted from home. Information on home occupation permits is located in Chapter 5.86 Home Occupation Permits of the Grand Terrace Municipal Code.
 - If you plan to make tenant improvements, renovations or install equipment, Planning and/or Building review and approval is required, before such improvements can be implemented.
 - Copies of the relevant sections of the Municipal Code are available at the front counter at City Hall for a nominal fee or online at www.grandterrace-ca.gov (Home → Documents/Forms → Grand Terrace Municipal Code).

 - Register your business name and/or complete the legal structure.
 - If using a Fictitious Business Name or DBA (doing business as), you will need to register with the San Bernardino County Clerk's Office.
Phone: (855) 732-2575 Website: <http://www.sbcounty.gov/arc/FbnInfo.aspx>
 - If you are considering becoming a corporation (stock or nonprofit), a limited liability company or a partnership (limited or limited liability), you must file with the Secretary of State's Office.
Phone: (916) 657-5448 Website: www.sos.ca.gov

 - Apply for any required other permits and licenses.
 - If your business deals with hazardous materials, clearance is needed from the County of San Bernardino Fire Department Office of the Fire Marshall. Phone: (909) 386-8401 Website: www.sbcfire.org
 - If your business is selling or leasing tangible property, you will need a Sellers Permit from the State Board of Equalization. Phone: (800) 400-7115 Website: www.boe.ca.gov
 - If your business intends to prepare and/or sell food of any type, you will need a Health Permit from the San Bernardino County Division of Environmental Health. Phone (800) 442-2283 Website: www.sbcounty.gov/dehs
 - If your business will be selling or serving alcoholic beverages, you will need a license from the Alcoholic Beverage Control Board. Phone: (951) 782-4400 Email: RIV.DIRECT@abc.ca.gov

 - Apply for a City of Grand Terrace business license.
 - You may apply online (coming soon), by mail or phone. However, if you use the mail or phone option, double check your business classification and your rate fee calculation prior to sending in your application and payment. Errors may delay the process. Paper applications are available on MuniServices' website at www.revds.com and on the City's website at www.grandterrace-ca.gov (Home → Business Information). If you need assistance, please contact MuniServices toll free at (866) 240-3665 or at bizlicensesupport@muniservices.com.
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City of Grand Terrace Business License Renewal Frequently Asked Questions (FAQ's)

Who is MuniServices?

MuniServices, LLC is a private company that has been contracted by the City of Grand Terrace to administer their business licenses beginning with the license year 2015. For information regarding the City of Grand Terrace business license, please contact MuniServices at:

City of Grand Terrace
c/o MuniServices, LLC
Attn: Business License Department
438 East Shaw Ave Box 367
Fresno, CA 93710

Toll Free Taxpayer Support: (866) 240-3665
Monday through Friday 7:30 am - 5:30 pm PST
Fax: (855) 219-4338
Email: bizlicensesupport@muniservices.com
Online Filing: <https://GrandTerrace.Bizlicenseonline.com>

Who is required to have a City of Grand Terrace business license?

Any person whose business is located in Grand Terrace or conducts business in Grand Terrace must obtain a business license.

"Business" means and includes business, trade, vocation, profession, craft, occupation, exhibition, show, enterprise, activity and calling of every kind and nature, whether or not carried on for profit.

When persons shall, by the use of signs, newspapers or other forms of advertising, represent that they are in business in the City, and such persons fail to deny by a sworn statement after being requested to do so by the collector, then these persons shall also be deemed to be conducting business.

How is the business tax calculated?

Gross Receipts Tax Schedule - Each person conducting or carrying on a fixed business location located in the City shall pay a business license tax based upon their annual gross receipts. Flat Rate Tax Schedule - Each person carrying on or conducting any business within the City and not having been specifically taxed under any other chapter of the business license title shall pay a business license tax levied at a flat rate.

What are gross receipts?

"Gross receipts" means and includes the total amount of the sale price of all sales, the total amount charged or received for the performance of any act, service or employment of whatever nature it may be, whether or not such service, act or employment is done as a part of, or in connection with, the sale of materials, commodities, goods, wares, merchandise, for which a charge is made or credit allowed, including all receipts, cash, credits and property of any kind or nature, any amount for which credit is allowed by the seller to the purchaser without any deduction therefrom on account of the cost of the property sold, the cost of the materials used, labor or service costs, interest paid or payable, losses or other expenses whatsoever; provided, that cash discounts allowed or taken on sales shall not be included. Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser, and such part of the sales price of any property previously sold and returned by the purchaser to the seller by way of cash or credit allowances given, or taken as part payment on any property so accepted for resale, shall be deducted for the purpose of determining the gross receipts under this chapter.

When will my Business license Expire?

Annual business licenses are valid until December 31st of each year.

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When is the Business license due?

Business licenses are due on or before the last day in January.

Do I need zoning clearance?

A Zoning Clearance should be obtained by all new businesses located within the City of Grand Terrace, as well as businesses relocating within the city limits. For additional information about Zoning Clearances, and/or requirements, including applicable fees please contact our Planning Division. Planning Division (909) 824-6621 ext. 3.

Are there any sign regulations?

Yes. All signs (permanent or temporary) require approval from the Planning Division before any sign can be erected. This applies to banners, flags, pennants, balloons, human sign twirlers, etc. Information on sign requirements is located in Chapter 18.80, Signs of the Grand Terrace Municipal Code.

I plan to make tenant improvements, renovations and/or install equipment at my business location. Do I need approval?

If you plan to make tenant improvements, renovations or install equipment, Planning and/or Building review and approval is required, before such improvements can be implemented.

Copies of the relevant sections of the Municipal Code are available at the front counter at City Hall for a nominal fee or online at www.grandterrace-ca.gov (Home → Documents/Forms → Grand Terrace Municipal Code).

Do I need a business license if I work out of my home?

Yes. If your business is to be located in your home, you must apply for a Home Occupation Permit. Please note that there are restrictions on the types of businesses that can be conducted from home. Information on home occupation permits is located in Chapter 5.86 Home Occupation Permits of the Grand Terrace Municipal Code.

I do minor consulting on a part-time basis. Do I have to obtain a Business license?

Yes, businesses both large and small are required to obtain a Business license to be in compliance with the City Code.

What if I have more than one business or more than one location?

If you own more than one business, a separate business license is required for each type of business and for each location in Grand Terrace.

I live in Grand Terrace, but my business is located outside the city limits. What are my liabilities for the City of Grand Terrace?

As long as you do not have a physical location inside the city limits of Grand Terrace, there is no need to obtain a City of Grand Terrace Business license. However, if you conduct any function of your business inside the city limits then a business license would be required.

City of Grand Terrace Business License Renewal Frequently Asked Questions (FAQ's)

I have a physical location inside the city limits of Grand Terrace; however, that location does not generate any gross receipts. Do I still need to obtain and pay for Business license?

Yes, if this business location is inside the city limits of Grand Terrace and is primarily for clerical purposes and support and the actual business location is elsewhere, you will need to obtain a Business license.

My business entity (Corporation, LLC, Partnership, etc) is entirely passive and/or dormant and it is just paying a minimum fee to the Secretary of State. Is my business required to get a City Business license?

Yes, if your business is registered as active with the Secretary of State and reporting on a business return with the FTB and IRS, it will need to obtain a business license. By maintaining a business entity within the City, whether transacting public business or not, it is considered operating a business.

I just purchased a business. Can I use the business license from the previous owner?

No, a business license cannot be transferred or re-assigned. As the new owner, you will need to apply for a new business license in your name.

What if I close or sell my business?

Business licenses are NOT automatically canceled. We need to hear from you. You may send written notification, call or email us at bizlicensesupport@muniservices.com. Please be prepared to provide the date that the business closed or was sold, the gross receipts up to that point and the name of the new owner if applicable.

What happens if I pay late?

Failure to pay a business license tax when due shall result in a penalty of 10% of the license fee on the last day of each month after the tax is due. The amount of the penalty shall not exceed 50% of the amount of the license tax due.

Do I need to register my business name?

If using a Fictitious Business Name or DBA (doing business as), you will need to register with the San Bernardino County Clerk's Office. Phone: (855) 732-2575 Website: <http://www.sbcounty.gov/arc/FbnInfo.aspx>

If you are considering becoming a corporation (stock or nonprofit), a limited liability company or a partnership (limited or limited liability), you must file with the Secretary of State's Office.

Phone: (916) 657-5448 Website: www.sos.ca.gov

What if I do not respond to the business tax notices?

If you do not respond, you may be in violation of the Grand Terrace City Code. As a result, collection action may be initiated against you. The amount of any tax and penalty imposed shall be deemed a debt owed to the City.

I do not believe I conduct business in the City of Grand Terrace. I want to be taken off your list so that I will not receive further notices regarding obtaining a business license. What do I need to do?

Please contact MuniServices, LLC for further information. You may contact us toll free at (866) 240-3665 or at bizlicensesupport@muniservices.com.

City of Grand Terrace Business License Renewal Frequently Asked Questions (FAQ's)

How do I apply for a Business license?

You may apply online (coming soon), by mail or phone. However, if you use the mail or phone option, double check your business classification and your rate fee calculation prior to sending in your application and payment. Errors may delay the process. Paper applications are available on MuniServices' website at www.revds.com and on the City's website at www.grandterrace-ca.gov (Home → Doing Business Here → Business Licenses).

If you need assistance, please contact:

City of Grand Terrace
c/o MuniServices, LLC
Attn: Business License Department
438 East Shaw Ave Box 367
Fresno, CA 93710

Toll Free Taxpayer Support: (866) 240-3665
Monday through Friday 7:30 am – 5:30 pm PST
Fax: (855) 219-4338
Email: bizlicensesupport@muniservices.com

Do state-licensed contractors also need a City of Grand Terrace business license?

Any person licensed as a contractor by the State Contractor's Board must obtain a business license if they are, (1) conducting business in the City; or (2) based in the City, whether conducting business in or outside of the City.

Do I need a seller's permit?

Every business intending to sell tangible goods, wholesale or retail, commercial or home-based, sales or repairs – requires a California seller's Permit. For more information please visit the website of the State Board of Equalization at <http://www.boe.ca.gov/>

What is the new \$4 fee I see on your forms, and do I have to pay it?

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>.

Where can I locate a copy of the City Municipal Code?

You can locate a copy of the City of Grand Terrace Municipal Code on the City's website at www.grandterrace-ca.gov (Home → Your Government → City Clerk → Municipal Code).

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What is the NPDES fee, and do I have to pay it?

The National Pollutant Discharge Elimination System (NPDES) has made a significant impact on the improvement of our nation's water quality. The NPDES permit program is authorized by Clean Water Act section 402. The 1987 Water Quality Act expanded the program to cover stormwater discharges from municipal separate storm sewer systems (MS4) and industrial sources. Many states administer the NPDES program with state statutory and EPA authorization. The MS4 NPDES permits require regulated municipalities to use Best Management Practices to reduce pollutants to the Maximum Extent Practicable.

In 1990, Phase I of the NPDES stormwater program was established. It required NPDES permit coverage for large or medium municipalities that had populations of 100,000 or more. Nine years later (1999), Phase II of the NPDES Stormwater program was signed into law. This regulation builds upon the existing Phase I program by requiring smaller communities, also known as small municipal separate storm sewer systems (MS4s), to be permitted, and develop and implement a comprehensive stormwater management program that includes six minimum measures.

Businesses conduct activities that are sources of pollutants in stormwater runoff. Inspections help to reduce the amount of Pollutants entering our stormwater as well as help to educate the local Businesses of BMP or Best Management Practices. BMP's create Point of source control, reducing the non-stormwater waste polluting our water.

The California Stormwater Quality Association has Stormwater Best Management Practice Handbooks for Commercial/Industrial, Municipal, Construction, and Residential areas. For more information about stormwater pollution prevention visit sbcountystormwater.org.

To determine whether or not your business is required to pay the NPDES Inspections Fee of \$80.00, contact the Finance Department at (909) 824-6621 ext.5. (Section 4.108.010 of the Grand Terrace Municipal Code).

Do I have to apply for any other required permits and licenses?

If your business deals with hazardous materials, clearance is needed from the County of San Bernardino Fire Department Office of the Fire Marshall. Phone: (909) 386-8401 Website: www.sbcfire.org

If your business is selling or leasing tangible property, you will need a Sellers Permit from the State Board of Equalization. Phone: (800) 400-7115 Website: www.boe.ca.gov

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