



City of GrandTerrace Business License Renewal (9911)
For Businesses Located in Grand Terrace

Due: January 1st • Delinquent Date: February 1st

Email: bizlicensesupport@muniservices.com

Online Filing available at: https://GrandTerrace.BizlicenseOnline.com

Toll Free Phone: (866) 240-3665 • Toll Free Fax: (855) 219-4338

Business Name: _____

Physical Address: _____

MuniServices Account #: _____

Check here if your business has CLOSED, WAS SOLD OR IS NO LONGER OPERATING in the Grand Terrace city limits. Please note that if your business reopens, if you open a new business or if your business resumes operation within the City of Grand Terrace in the future, you must contact our office for direction. Effective Date: ____/____/____

Comments: _____
Sign and date the bottom of this form before returning to our office.

Note: If you have been notified that you need to pay a NPDES fee, which is in addition to the annual business license fee, you must use the NPDES renewal form instead.

Section One: For Contractors Only

- Step 1: Using the fee schedule below, enter the license fee due. (1) \$ _____
Contractors – General or Engineering (Classification AB Contractors) = \$150.00
Contractors – All Others (Classification C) = \$80.00
State License # _____
Step 2: Add Penalty if Paid on or After February 1st: (2) \$ _____
Calculation: Amount from Step 1 x 10% per month. Max 50% of license fee.
Step 3: Add CA Senate Fee SB-1186 (required): (3) \$ 4.00
Step 4: Total Amount Due (Sum amounts from Steps 1, 2 and 3 above): (4) \$ _____
Step 5: Read/sign the Sworn Statement at the bottom of this form, and remit payment.

Section Two: For All Other Businesses Located in Grand Terrace

- Step 1: Enter actual Gross Receipts from previous year (Internal Schedule Code 1.01): (1) \$ _____
Step 2: Using the fee schedule on page 2, calculate the business license tax due per previous year's actual gross receipts. (2) \$ _____
Step 3: Actual Business License Tax Paid Last Year: (3) \$ _____
Step 4: Adjustment Due (Step 2 minus Step 3) (Internal Schedule Code 88.00 or 88.88): (4) \$ _____
Step 5: Enter estimated Gross Receipts for current year (Internal Schedule Code 1.00): (5) \$ _____
Step 6: Using the fee schedule on page 2, calculate the business license tax due per the estimated gross receipts. (6) \$ _____
Step 7: Subtotal (Sum amounts from Steps 4 and 6): (7) \$ _____
Step 8: Add Penalty if Paid on or After February 1st: (8) \$ _____
Calculation: Amount from Step 6 x 10% per month. Max 50% of license fee.
Step 9: Add CA Senate Fee SB-1186 (required): (9) \$ 4.00
Step 10: Total Amount Due (Sum amounts from Steps 7, 8 and 9 above): (10) \$ _____
Step 11: Read/sign the Sworn Statement at the bottom of this form, and remit payment.

SWORN STATEMENT

I acknowledge that the City of Grand Terrace's 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 Grand Terrace's issuance of a Business License does not waive the City of Grand Terrace's 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

PAYMENT OPTIONS: Make your check or money order payable to: "Tax Trust Account" and submit to: City of Grand Terrace • c/o MuniServices, LLC • 438 East Shaw Ave Box 367 • Fresno, CA 93710

Online Filing available at https://GrandTerrace.BizlicenseOnline.com. Payment methods: ACH Debit • Visa • MasterCard • Discover



City of GrandTerrace Business License Fees (9911)

For Businesses Located in Grand Terrace

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Note: If you have been notified that you need to pay a NPDES fee, which is in addition to the annual business license fee, you must use the NPDES renewal form instead. To determine if your business is required to pay the NPDES fee, contact the Finance Department at (909) 824-6621 ext. 5 or MuniServices toll free at (866) 240-3665.

CONTRACTOR BUSINESS LICENSE FEES

Use with Steps 1 in Section 1

Internal Schedule Code	Description	Calculation/License Fee Amount
12.00	Contractor – General or Engineering <i>(For use by Contractors classified as A or B Contractors – General Engineering Contractors or General Building Contractors)</i>	\$150.00 annual
13.00	Contractor – All Others <i>(For use by Contractors classified as C Contractors – Specialty Contractors)</i>	\$80.00 annual
General or engineering contractors (Class A,B) who also do specialty and/or sub-contractor work (Class C) must pay the \$150.00 license fee above instead of the \$80.00 contractor license fee.		

BUSINESS LICENSE FEES FOR ALL OTHER BUSINESSES LOCATED IN GRAND TERRACE

Use with Steps 2 and 6 in Section 2

*****For Use by Businesses Located in Grand Terrace Only. If your business is located outside of the city limits of Grand Terrace, please use the "Outside City Limits" form.*****

Gross Receipts:

\$49,999.99 or less -----	License Fee \$30.00
\$50,000.00 to \$99,999.99 -----	License Fee \$50.00
\$100,000.00 to \$149,999.99 -----	License Fee \$70.00
\$150,000.00 to \$199,999.99 -----	License Fee \$120.00
\$200,000.00 to \$299,999.99 -----	License Fee \$170.00
\$300,000.00 to \$499,999.99 -----	License Fee \$220.00
\$500,000.00 to \$699,999.99 -----	License Fee \$270.00
\$700,000.00 to \$999,999.99 -----	License Fee \$320.00
Over \$1,000,000.00 -----	License Fee \$320.00 plus \$0.25 per \$1,000 of gross receipts over \$1,000,000 to maximum of \$1,200.00

CASp State Mandated Disability Access/ Education 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>.

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