



New Business License Application

Mail To:

Avenu insights & Analytics
 City of Hercules Business License Department
 373 East Shaw Ave Box 367
 Fresno, CA 93710
Toll Free Support: (866) 240-3665
Fax: (855) 219-4338
Email: muniblsupport@avenuinsights.com

THIS BOX IS FOR CITY USE ONLY.

Approved Not Approved Not Required
 Received by: _____
 Amount Collected: \$ _____
 Cash Check Credit Card

NOTIFICATION: AREAS SHADED IN GRAY SHALL BE CONSIDERED PUBLIC INFORMATION PER THE CALIFORNIA PUBLIC RECORDS ACT AND CA. BUS. & PROF. CODE § 16000.1. If Applicant's business mailing address is a residential address, that address will be subject to public disclosure unless Applicant provides a different address (e.g. PO Box) where the Applicant consents to receive service of process.

TYPE OF APPLICATION

Select One*:

- New Business License Application
- Reopening of Closed Account
- Name Change with FEIN change or Change of Ownership with FEIN Change (Must complete both pages of application and submit payment.)
- Change of Physical Address, Business Name Change without FEIN change or Change of Ownership without FEIN change (Complete page 1 of application. No fee.)
- Solicitor/Peddler/Temporary/Special Event License Application
- Non-profit, charitable or religious organization

Select One:

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

Select One. You are required to certify your response at the bottom of this application.

- This business WILL NOT handle or store chemical or hazardous waste materials.
- This business IS LICENSED AND QUALIFIED to handle chemical or hazardous waste materials.

REQUIRED FOR ALL CONTRACTORS

Contractor State Lic #: _____ State Contractor Lic Exp Date: _____ Date Business Started in Hercules: _____

Type: Contractor Subcontractor

GENERAL BUSINESS INFORMATION

Legal Business Name: _____

DBA (Doing Business As): _____ Is this a Home-Based Business? Yes No

Business Phone: _____ Alternate Phone: _____ Fax: _____

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

_____ Initial here if the business physical location address provided above IS NOT a residential address.

_____ Initial here if the business physical location site address provided above IS A RESIDENTIAL ADDRESS.

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

Ownership Type: Sole Prop (Individual) General Partnership Corporation LLC LLP Other _____

Please describe your business activity in detail: _____

Business email: _____ Business website: _____ Resale # _____

Other Licenses, Certificates or Degrees? _____

Workman's Compensation Carrier _____ WC Policy # _____ WC Exp Date: _____

NPDES Permit Program: If you are enrolled in the NPDES permit program, provide any of the following, as issued by the State Water Resource Control Board:

- A. Waste Discharge ID No.: _____
- B. Waste Discharge Application No.: _____
- C. Notice of Nonapplicability No. (NONA): _____
- D. No Exposure Certification No. (NEC): _____

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

Name: _____ Email Address: _____

Address: _____

Cell Phone: _____ Other Phone: _____ Title: _____

City of Hercules (9936) – Application for New Business License Business Name: _____

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)

Email Address: _____

CALCULATE LICENSE AMOUNT DUE - Required for all applicants.

Step 1: Complete the applicable fee calculation table below for your business classification. See Fee Schedule provided on back of application for calculation details as needed.

CONTRACTORS LOCATED WITHIN CITY LIMITS OF HERCULES – SELECT ALL REMAINING QUARTERS IN YEAR. MUST RENEW ANNUALLY PRIOR TO EXPIRATION OF LAST LICENSE ISSUED.
OUT OF TOWN CONTRACTORS ONLY – SELECT QUARTER(S) OPERATING THIS LICENSE YEAR. MUST RENEW PRIOR TO EXPIRATION OF LAST LICENSE ISSUED.

INDICATE THE QUARTER(S) FOR WHICH YOU NEED TO OBTAIN A LICENSE AND DESIGNATE YEAR.

Jan/Feb/March 20 _____ April/May/June 20 _____ July/Aug/Sept 20 _____ Oct/Nov/Dec 20 _____
 (In CL Code 99.00) (In CL Code 99.01) (In CL Code 99.02) (In CL Code 99.03)
 (Outside Code 99.04) (Outside Code 99.05) (Outside Code 99.06) (Outside Code 99.07)

Description/Additional Information	Estimated Gross Receipts	Estimated Average Monthly Gross Receipts	Fee per Quarter (See Tax Schedule)	# of Quarters	License Fee Due
Inside CL Contractor (Code 2.01)	\$	\$	\$		\$
Inside CL Contractor -HOME OCCUPATION (Code 2.02)	\$	\$	\$		\$
Inside CL Subcontractor (Code 2.03)	\$	\$	\$		\$
Inside CL Subcontractor-HOME OCCUPATION (Code 2.04)	\$	\$	\$		\$
Out of Town Contractor (Code 2.05)	\$	\$	\$		\$
Out of Town Subcontractor (Code 2.06)	\$	\$	\$		\$

ALL OTHER BUSINESSES –MUST RENEW ANNUALLY UNLESS TEMPORARY BUSINESS

Code (See Fee Schedule)	Classification/Business Description (See Fee Schedule)	SIC Code (Required)	Estimated Gross Receipts (Required)	Estimated AVERAGE MONTHLY Gross Receipts through December 31st (Required, if applicable)	Unit Count (Required if applicable) Examples: # of days # of machines # of vehicles # of rentals	Flat Fee Amount (If applicable)	License Fee Due**
			\$	\$		\$	\$
			\$	\$		\$	\$

Step 2: Add CASp Fee (required): \$ _____ **4.00** (IC 10.00)
Step 3: Total Amount Due*: \$ _____
 [Sum of license fee(s) above + CASp Fee] **Make check payable to: Tax Trust Account**

SWORN STATEMENT

I acknowledge that the City of Hercules' 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 Hercules' issuance of a Business License does not waive the City of Hercules' 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. *I acknowledge that whatever address has been provided by me for the purpose of legal service of process will be subject to public disclosure.

Signature of Business Owner/Authorized Representative _____ Printed Name _____ Title _____ 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: <https://www.dgs.ca.gov/DSA>; The Department of Rehabilitation at: <https://www.dor.ca.gov>; The California Commission on Disability Access at: <https://www.dgs.ca.gov/CCDA>.

CALIFORNIA PUBLIC RECORDS ACT INFORMATION: <http://www.boe.ca.gov/info/publicrecords.htm>
CALIFORNIA AB 2184: https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB2184

California SB205: On October 2, 2019, Governor Newsom signed Senate Bill 205 (SB205) into law. SB205 intends for businesses to demonstrate enrollment with the National Pollutant Discharge Elimination System (NPDES) permit program. You may obtain information about your legal obligations and how to comply with environmental laws at the following agencies: California Water Board: https://www.waterboards.ca.gov/water_issues/programs/npdes/; United States Environmental Protection Agency: <https://www.epa.gov/npdes>.

*All new businesses located in the city limits of Hercules, change of ownership with FEIN change and location change applications must be approved by the City of Hercules prior to a license being issued. Your application will be submitted to the City for review. Once approval has been received and all other criteria requirements have been met, Avenu Insights & Analytics will be authorized to release your license. Official issuance of an authorized license could take up to 30 days for processing and review if all other requirements are met for issuance.

**This application # serves as a temporary certificate for BUSINESSES WITHOUT A PHYSICAL LOCATION IN THE CITY OF HERCULES ONLY and is valid for no longer than 30 days from the date of application or until a business license has been issued if sooner than 30 days. Upon receipt and review of your business license application and payment, you will be issued an official license as long as the business license fee is paid in full and all other required criteria has been met.

Returned Check Disclaimer: Please see the full returned check policy at www.avenuinsights.com.