



# City of Rolling Hills Estates, CA (9933)

## Business License Application

This application serves as a temporary certificate, valid for no longer than 30 days from the date the application is submitted and paid, or until a Business License has been issued if sooner than 30 days.

Remit To: City of Rolling Hills Estates • c/o Avenu Insights & Analytics • 373 East Shaw Ave Box 367 • Fresno, CA 93710  
Toll Free Phone: (866) 240-3665 • Fax: (855) 219-4338 • Email: [muniblsupport@avenuinsights.com](mailto:muniblsupport@avenuinsights.com)  
Online filing: <https://rollinghillsestates.bizlicenseonline.com/>

**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

This application is for:  New Business Application  Special Event  Renewal  Exempt/Non Profit  Change of Ownership or Address

### BUSINESS INFORMATION

Legal Business Name: \_\_\_\_\_ Federal ID No.: \_\_\_\_\_

DBA (Doing Business As): \_\_\_\_\_ No. of Employees in the City: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Email: \_\_\_\_\_ Business Website: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Address or PO Box - See guidelines at top of application in gray (City) (State) (Zip)

Business Physical Location: \_\_\_\_\_

(Street - No PO Box Allowed) (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.

Please describe your business activity in detail: \_\_\_\_\_

Ownership Type:  Sole Proprietorship  General Partnership  Corporation  LLC  LLP  Trust  Non-Profit

State License No. (Contractor, Real Estate, etc.): \_\_\_\_\_ Type: \_\_\_\_\_ Sellers Permit ID No.: \_\_\_\_\_

Date of application: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Business Began in RHE: \_\_\_\_/\_\_\_\_/\_\_\_\_ Is this a Home Business?  Yes  No

**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): \_\_\_\_\_

### BUSINESS OWNER OR PRINCIPAL INFORMATION

Use separate sheet of paper with additional owners' information if necessary.

Owner Name: \_\_\_\_\_ Title: \_\_\_\_\_

Owner Home Address: \_\_\_\_\_

(Street - No PO Box Allowed) (City) (State) (Zip)

Owner Cell Phone: \_\_\_\_\_ Owner Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Pursuant to CA. Bus. & Prof. Code § 16000.1, provide AT LEAST ONE of the following forms of ID (required):

SSN: \_\_\_\_\_ Valid CA DL issued by DMV #: \_\_\_\_\_ Valid CA ID # issued by DMV: \_\_\_\_\_

Taxpayer ID # issued by the IRS: \_\_\_\_\_ Municipal Identification #: \_\_\_\_\_ Issued by: \_\_\_\_\_

#### \*\*REQUIRED DEPARTMENTAL SIGNATURES\*\*

Planning Department: \_\_\_\_\_ Date \_\_\_\_\_

Building & Safety Department: \_\_\_\_\_ Date \_\_\_\_\_

Other Permits (as applicable): \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

#### To be completed by Business License Division Only:

Business License Approved

Business License NOT Approved

Payment Method:  Check  Cash  Credit Card  
(If payment is collected, submit payment and/or receipt.)

Payment Forwarded to Avenu?  Yes  No  
(Please, do not forward cash.)

Form/Pymt Rec'd By/Date: \_\_\_\_\_

**City of Rolling Hills Estates, CA (9933)  
Business License Application**

**Business Name:** \_\_\_\_\_

**CALCULATE LICENSE AMOUNT DUE**

Check here  if exempt from the business license tax, remit the State CA CASp \$4.00 fee and skip to Sworn Statement at the bottom of this application. Proof of exemption is required, please provide the applicable IRS certification.

1. Will your business include alcohol sales?  Yes  No

2. Business License Calculation:

Business Classification No.	Business Classification Description	SIC Code Required	Gross Receipts	Flat Tax Amount	Business Tax Due
			\$	\$	\$
			\$	\$	\$
<b>Subtotal:</b>					
<b>Penalty (if applicable):</b>					
<b>CA State CASp Fee (Required):</b>					<b>\$ 4.00</b>
<b>Total Amount Due:</b>					<b>\$</b>

**Instructions for Calculating Business License Tax –**

- See City of Rolling Hills Estates Tax Schedule (on the back of this form) for a list of business classification and annual tax rates.
- **New businesses** taxed based on gross receipts must include their estimated gross receipts information in the field indicated above.
- Businesses taxed based on gross receipts **renewing** their business license **must include** their prior year gross receipt information in the field indicated above.
- Effective January 1, 2019 new businesses operating at a permanent [fixed] location in Rolling Hills Estates fall under the first year tax exempt status and are only required to pay the \$4.00 State CASp fee. However, the new business application must be completed and submitted.
- Any business subject to the annual business tax based on gross receipts must pay a minimum tax of \$150.00.
- There will be no refund of license taxes.
- If renewing your current Business License add 10% late filing fee per month, up to 60% of the license tax, if filed after January 31<sup>st</sup>.
- Businesses taxed at a flat rate will be subject to an automatic Consumer Price Index adjustment every 5 yrs.
- The minimum tax for businesses taxed based on gross receipts will be subject to an automatic Consumer Price Index adjustment every 3 yrs.

**Make check payable to: Tax Trust Account**

**SWORN STATEMENT**

I acknowledge that the City of Rolling Hills Estates 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 Rolling Hills Estates issuance of a Business License does not waive the City of Rolling Hills Estates' 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

\_\_\_\_\_  
Date

**Returned Check Disclaimer:** Each returned item received by Avenu Insights & Analytics due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu Insights & Analytics is not responsible for any additional bank fees that will accrue due to the submission of the returned item. Please see the full returned check policy at [www.avenuinsights.com](http://www.avenuinsights.com).

**ADDITIONAL INFORMATION**

**CA State CASp:** 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 increased 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>.

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](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/](https://www.waterboards.ca.gov/water_issues/programs/npdes/); United States Environmental Protection Agency: <https://www.epa.gov/npdes>.

**SIC codes can be found at:** <https://www.naics.com/search/>.