Town of Atherton, CA *(9940)*

Business License Application

Remit To:
Avenu Insights & Analytics
RE: Town of Atherton Business Licensing
373 East Shaw Ave Box 367
Fresno, CA 93710
Toll Free Support: (866) 240-3665
Support: https://avenuinsights.service-now.com/csp
Website: www.avenuinsights.com

THIS BOX IS FOR TOWN USE ONLY.

***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.
CALIFORNIA PUBLIC RECORDS ACT INFO: http://www.boe.ca.gov/info/publicrecords.htm;
CALIFORNIA AB 2184: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB2184

TYPE OF APPLICATION

☐ New Business License Application
Date Business/Project Started in Atherton:_____________

☐ Renewal Application (previously licensed in Atherton)
Prev Lic Date: __________ Prev Lic #: __________________

☐ Change of Physical *Address*
Date Moved:_____________

☐ Name Change with FEIN change or Change of Ownership *with FEIN Change (Must complete both pages of application and submit payment.)*

☐ Business Name Change without FEIN change or Change of Ownership without FEIN change *(Complete page 1 of application. No fee.)* Activity Date: _____________

BUSINESS INFORMATION

Legal Business Name: ____ **# of Employees:** ____________

DBA (Doing Business As): ____

Business Phone: ____________________ **Alternate Phone:** ________________ **Fax:** __________________

Business Mailing Address: ____
(Address or PO Box—See guidelines at top of application in gray.) (City) (State) (Zip)

Business Physical Location or Job Site: ____
(Street-No PO Box) (City) (State) (Zip)

________***(initial)*** The business physical location or job site address provided above IS NOT a residential address.

________***(initial)*** The business physical location or job site address provided above IS A RESIDENTIAL ADDRESS.

Ownership Type: ☐ **Sole Prop (Individual)** ☐ **General Partnership** ☐ **Corp** ☐ **LLC** ☐ **LLP** ☐ **Other** ____________

Please describe your business activity/type in detail: ____

Business email: ________________________ **Business website:**__________________ **Resale #**__________

Primary Contact's Name: ____
(First Name) (Middle Initial) (Last Name)

Primary Contact's Address: ____
(Street-No PO Box) (City) (State) (Zip)

Primary Contact's Phone:____________________ **Primary Contact's Email Address:** ____________________

Owner's Name: ____
(First Name) (Middle Initial) (Last Name)

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

________***(initial)*** The owner's address provided above IS NOT a residential address.

________***(initial)*** The owner's address provided above IS A RESIDENTIAL ADDRESS.

Owner's Phone: __________________ **Owner's Email:** ____

FEIN: ____________________________

Please provide a complete list of all vendors or sub-contractors that will be utilized on any projects in the Town of Atherton. Information period runs July 1st through June 30th annually. If additional space is needed, you may use include additional paper.

Name of Vendor or Sub-Contractor	Address	City	State	Zip

Avenu Account #: _______________ **Legal Business Name:** ____________________________________

Town of Atherton, CA *(9940)*

Category 1: Business License Application

Avenu ● RE: Town of Atherton Bus Lic ● 373 East Shaw Ave Box 367 ● Fresno, CA 93710

Toll Free Support: (866) 240-3665 ● **Support:** https://avenuinsights.service-now.com/csp

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): ______________________

SELECT ONE CATEGORY

☐ **GENERAL CONTRACTOR CLASS A OR B**
(Sole Proprietor) or General Contractor class A or B firms with 2 or more employees (Owner plus one or more employees). *(internal code 1.00)*

State Contractor's Lic # Required: ________________

☐ **OTHER BUSINESS WITH 2 OR MORE EMPLOYEES (OWNER PLUS ONE OR MORE EMPLOYEES)**
Includes ALARM COMPANIES, PRIVATE PATROL, REAL ESTATE FIRMS, MAINTENANCE COMPANIES, JANITORIAL, PEST CONTROL, GARDENING/LANDSCAPING, TREE TRIMMING, POOL SERVICES, ETC. *(internal code 1.01)*

BUSINESS TAX WORKSHEET – COMPLETE ONLY ONE OF THE WORKSHEETS BELOW THAT CORRESPONDS WITH YOUR BUSINESS ACTIVITY IN THE TOWN.

FOR NEW BUSINESSES CONDUCTING ACTIVITY IN THE TOWN JULY THROUGH JUNE

Line 1	Enter the actual or estimated gross receipts derived during the license year from business conducted or performed within the Town of Atherton in Box 1.	**1.**	**$**
Line 2	Gross receipts multiplier **(5%)**	**2.**	**0.05**
Line 3	Multiply the gross receipts amount on Line 1 by the rate **(5%)** indicated on Line 2. Enter the results on this line.	**3.**	**$**
Line 4	Maximum tax amount	**4.**	**$ 250.00**
Line 5	Tax amount – Compare Line 3 to Line 4. Enter the lower amount on this line.	**5.**	**$**
Line 6	State Mandated Disability Access Education Fund (CASp Fee)	**6.**	**$ 4.00**
Line 7	**Total Amount Due – Enter the amount on Line 5 + Line 6 here. If Line 5 is less than the minimum of $50.00, then enter $54.00 on this line.** (Municipal Code Section 5.12.160(B))	**7.**	**$**

Make check payable to: Tax Trust Account

FOR NEW FIRST-TIME BUSINESSES BEGINNING TO CONDUCT BUSINESS ACTIVITY IN THE TOWN FROM JANUARY THROUGH JUNE (Municipal Code Section 5.12.080(C))

Line 1	Enter the actual or estimated gross receipts derived during the license year from business conducted or performed within the Town of Atherton in Box 1.	**1.**	**$**
Line 2	Gross receipts multiplier **(5%)**	**2.**	**0.05**
Line 3	Multiply the gross receipts amount on Line 1 by the rate **(5%)** indicated on Line 2. Enter the results on this line.	**3.**	**$**
Line 4	Maximum tax amount	**4.**	**$ 125.00**
Line 5	Tax amount – Compare Line 3 to Line 4. Enter the lower amount on this line.	**5.**	**$**
Line 6	State Mandated Disability Access Education Fund (CASp Fee)	**6.**	**$ 4.00**
Line 7	**Total Amount Due – Enter the amount on Line 5 + Line 6 here. If Line 5 is less than the minimum of $50.00, then enter $54.00 on this line.** (Municipal Code Section 5.12.160(B))	**7.**	**$**

Make check payable to: Tax Trust Account

SWORN STATEMENT

This is to acknowledge that I am the owner of the business declared above. I am paying the license fee for the license year referenced above. I acknowledge that the Town of Atherton's issuance of a business license and payment of business license tax do not entitle me/authorized representative to conduct any business in the Town that is in violation of any applicable laws. I further acknowledge that the Town of Atherton's issuance of a business license does not waive the Town of Atherton'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. *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**

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

WHAT IS A SIC CODE & HOW IS IT USED*

The Standard Industrial Classification SIC is a system for classifying industries by the type of activity in which they are primarily engaged with a four-digit code. It is used by government agencies, as well as some in other countries, e.g., by the United Kingdom's Companies House.

The Standard Industrial Classification (SIC) was originally developed in the 1930's to classify establishments by industry. The purpose of this task was to promote the comparability of establishment data to describe the US Economy.

In the United States the SIC code is being supplanted by the six-digit North American Industry Classification System (NAICS code), which was released in 1997; however certain government departments and agencies, such as the U.S. Securities and Exchange Commission (SEC), and Occupational Safety and Health Administration (OSHA) still use the SIC Codes.

For more information about the Standard Industrial Classification (SIC) and the North American Industry Classification System (NAICS code), please visit https://www.naics.com/.

To search for the SIC code that best describes your business activity type, you may access https://www.naics.com/search/.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)*

DO I NEED AN NPDES PERMIT?

Do you discharge pollutants from a point source to a water source of the United States? If so, you need an NPDES permit.

As authorized by the Clean Water Act (CWA), the NPDES Permit Program controls water pollution by regulating point sources that discharge pollutants into waters of the United States. Point sources are discrete conveyances such as pipes or man-made ditches. Examples of pollutants include, but are not limited to, rock, sand, dirt, and agricultural, industrial, and municipal waste discharged into waters of the United States. See section 122.2 of 40 Code of Federal Regulations (C.F.R.) for the actual definitions of point source, pollutant, and water of the United States.

The NPDES Program is a federal program which has been delegated to the State of California for implementation through the State Water Resources Control Board (State Water Board) and the nine Regional Water Quality Control Boards (Regional Water Boards), collectively Water Boards. In California, NPDES permits are also referred to as waste discharge requirements (WDRs) that regulate discharges to waters of the United States.

Since its introduction in 1972, the NPDES Program has been responsible for significant improvements to our nation's and state's water quality.

You may obtain additional information about your legal obligations and how to comply with environmental laws at California Water Board: https://www.waterboards.ca.gov/water_issues/programs/npdes/; United States Environmental Protection Agency: https://www.epa.gov/npdes.

NPDES PERMIT NUMBER

The **Waste Discharge ID Number (WDID)** is the stormwater permit number issued for a facility by the State Water Resource Control Board.

The **Waste Discharge Application Number** is the application number issued for a facility by the State Water Resource Control Board.

A **Notice of Non-Applicability (NONA)** constitutes notification that the facility operator identified is not required to comply with the Industrial Activities No. 97–03–DWQ Storm Water General Permit (General Permit).

The **No Exposure Certification Number** constitutes notice that the entity identified does not require permit authorization for its stormwater discharges associated with industrial activity in the State identified in Section B under EPA's Stormwater Multi Sector General Permit due to the existence of a condition of no exposure.

Disposable Food Service Ware Ordinance Requirements

All food facilities, including restaurants, food trucks, farmers' markets, catering operations, etc. that operate in Atherton are required to comply with the Town of Atherton's **Disposable Food Service Ware Ordinance**. This law regulates the type of single-use foodware used and how foodware accessories (e.g., straws, utensils, etc.) are distributed. If you are a food operating business applying for a business license in the Town of Atherton, find out how to comply here: https://www.ci.atherton.ca.us/654/8428/Disposable-Food-Service-Ware-Ordinance?activeLiveTab=widgets

ADDITIONAL INFORMATION

CA State CASp: California has a mandated state fee of $4.00 on any applicant for a local business tax certificate or renewal. This fee is to increase disability access and compliance with construction related disability requirements. 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.ccda.ca.gov.

CALIFORNIA PUBLIC RECORDS ACT INFORMATION:
http://www.boe.ca.gov/info/publicrecords.htm CALIFORNIA AB 2184: https://leginfo.legislature.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.

NOTICE TO APPLICANTS FOR BUSINESS TAX CERTIFICATES AND COMMERCIAL BUILDING PERMITS: 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: DEPARTMENT OF GENERAL SERVICES, Division of the State Architect, CASp Program: *www.dgs.ca.gov/dsa, www.dgs.ca.gov/casp.* DEPARTMENT OF REHABILITATION, Disability Access Services: *www.dor.ca.gov, www.rehab.cahwnet.gov/, disabilityaccessinfo* DEPARTMENT OF GENERAL SERVICES California Commission on Disability Access: www.ccda.ca.gov, *www.ccda.ca.gov/resources-menu/*

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES - Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.
Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.
A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them. To find a CASp, visit *www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx*.

GENDER DISCRIMINATION NOTIFICATION - AB 1607 California Civil Code § 51.6 prohibits businesses from engaging in gender-based discrimination. A full notice of the business's legal obligations is available in English and other languages at https://www.dca.ca.gov/publications/ or by request from our office.

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING - State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit For Eligible Small Businesses -

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at *www.irs.gov*.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at *www.ftb.ca.gov*.

Architectural and transportation barrier removal deduction - FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at *www.irs.gov*.

California capital access financing program - STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at *www.treasurer.ca.gov/cpcfa/calcap/*.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES -

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) - The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at *www.ada.gov*.

CALIFORNIA BUILDING CODE (CBC) - The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at *www.bsc.ca.gov*.