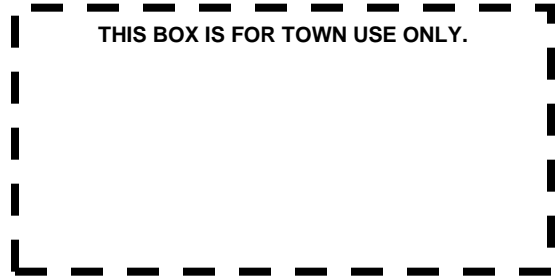




# Town of Atherton, CA (9940) Business License Application

**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  
**Fax:** (855) 219-4338  
**Email:** [MuniBLSupport@avenuinsights.com](mailto:MuniBLSupport@avenuinsights.com)  
**Website:** [www.avenuinsights.com](http://www.avenuinsights.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.  
**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](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 1<sup>st</sup> through June 30<sup>th</sup> 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 3: 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 • Fax: (855) 219-4338 • Email: [MuniBLSupport@avenuinsights.com](mailto:MuniBLSupport@avenuinsights.com)

**SELECT ONE CATEGORY**

**SOLE OPERATOR WITH NO EMPLOYEES**

Includes Subcontractors (Class C), Real Estate Brokers, Maintenance Companies, Janitorial, Gardening/Landscaping, Pest Control, Tree Trimming, Pool Services, etc. (internal code 3.00)

**HOME OCCUPATIONS (internal code 3.01)**

Prior to commencing business for the first time, a separate Home Occupational Permit must be obtained from the Planning Department. The use of the residence must conform to the requirements outlined in Municipal Code Section 17.48.010.

**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**

<b>Line 1</b>	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.	<b>1.</b>	\$
<b>Line 2</b>	Gross receipts multiplier <b>(5%)</b>	<b>2.</b>	<b>0.05</b>
<b>Line 3</b>	Multiply the gross receipts amount on Line 1 by the rate <b>(5%)</b> indicated on Line 2. Enter the results on this line.	<b>3.</b>	\$
<b>Line 4</b>	Maximum tax amount	<b>4.</b>	\$ <b>100.00</b>
<b>Line 5</b>	Tax amount – Compare Line 3 to Line 4. Enter the lower amount on this line.	<b>5.</b>	\$
<b>Line 6</b>	State Mandated Disability Access Education Fund (CASp Fee)	<b>6.</b>	\$ <b>4.00</b>
<b>Line 7</b>	<b>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.</b> (Municipal Code Section 5.12.160(B))	<b>7.</b>	\$

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))**

<b>Line 1</b>	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.	<b>1.</b>	\$
<b>Line 2</b>	Gross receipts multiplier <b>(5%)</b>	<b>2.</b>	<b>0.05</b>
<b>Line 3</b>	Multiply the gross receipts amount on Line 1 by the rate <b>(5%)</b> indicated on Line 2. Enter the results on this line.	<b>3.</b>	\$
<b>Line 4</b>	Maximum tax amount	<b>4.</b>	\$ <b>50.00</b>
<b>Line 5</b>	Tax amount – Compare Line 3 to Line 4. Enter the lower amount on this line.	<b>5.</b>	\$
<b>Line 6</b>	State Mandated Disability Access Education Fund (CASp Fee)	<b>6.</b>	\$ <b>4.00</b>
<b>Line 7</b>	<b>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.</b> (Municipal Code Section 5.12.160(B))	<b>7.</b>	\$

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**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 \_\_\_\_\_

**CA SENATE 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 Town 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>. **RETURNED CHECK DISCLAIMER:** See policy at [www.avenuinsights.com](http://www.avenuinsights.com).

## NOTICE TO APPLICANTS FOR BUSINESS LICENSES 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](http://www.dgs.ca.gov/dsa)  
[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF REHABILITATION  
Disability Access Services  
[www.dor.ca.gov](http://www.dor.ca.gov)  
[www.rehab.cahwnet.gov/disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF GENERAL SERVICES California  
Commission on Disability Access  
[www.cdda.ca.gov](http://www.cdda.ca.gov)  
[www.cdda.ca.gov/resources-menu/](http://www.cdda.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](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## 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](http://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](http://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](http://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/cpcf/calcap/](http://www.treasurer.ca.gov/cpcf/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](http://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](http://www.bsc.ca.gov).

## 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>.