



City of Laguna Beach, CA (9950)
Business License Application

Remit To: City of Laguna Beach • 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
Online filing: https://LagunaBeach.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 Location

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:

Does your business activity include the sale of items subject to sales tax? [] Yes [] No SIC Code # SIC code lookup located at: https://www.naics.com/search/

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 Business Began/Beginning in Laguna Beach: / /

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

Zoning: Date
APN:
Zone: Entered on GSC
Building: Date
Home Occ Received: Date
STR-AUP Approved: Date
Fire: Date
Police: Date
Public Works: Date

To be completed by City Staff Only

[] Business License Approved for Issuance
[] Business License NOT Approved
Payment Method: [] Check [] Cash [] Credit Card
(If payment is collected, submit payment and/or receipt.)
Posted through GSC? [] Yes [] No
Form/Pymt Rec'd By/Date:

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. Is this a Home Business? Yes No

(Excludes real estate brokers, real estate agents or short-term rentals but does include those businesses with a home-based office instead of brick/mortar commercial location)

2. Are you applying for a business license for short-term rental(s)? Yes No

3. Do you have a commercial business physically located within the city limits of Laguna Beach? Yes No

| SchCode # (See fee schedule.) | Business Category Description (See fee schedule.) | Gross Receipts (For variable categories. New business applications should estimate for first year of business.) | Unit Count (If applicable for business category – Examples: # of vehicles, # of pool tables) | Flat Tax Amount | Business Tax Due |
|---|--|--|---|-----------------|------------------|
| | | \$ | | \$ | \$ |
| | | \$ | | \$ | \$ |
| Subtotal: | | | | | |
| Penalty (if applicable): 10% penalty per month if payment is not received within 30 days after expiration date. Max penalty=100% of tax due. | | | | | |
| Home Occupation Fee: (Excludes real estate brokers, real estate agents or short-term rentals but <u>does include</u> those business with a home-based office instead of brick/mortar commercial location within Laguna Beach city limits) | | | | | \$ 120.00 |
| Use and Occupancy Fee: (Applies to commercial based brick & mortar businesses physically located within Laguna Beach city limits, excludes home-based offices) | | | | | \$ 414.00 |
| CA State CASp Fee: Required for all business categories except EXEMPT. Exempt businesses do not pay the CASp fee. | | | | | \$ 4.00 |
| Application Fee | | | | | \$ 20.00 |
| Total Amount Due: | | | | | \$ |

Instructions for Calculating Business License Tax –

- See City of Laguna Beach Fee Schedule 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.
- Any business subject to the annual business tax based on gross receipts must pay a minimum tax of \$60.00.

CERTIFICATE AND ACKNOWLEDGEMENT

- I certify that the information provided in this application is complete and accurate to the best of my knowledge.
- I understand that I am responsible for notifying the City of all changes in business ownership and location.
- I understand that I am additionally responsible for renewing the Business Tax Certificate upon expiration and that a penalty of 10% per month will accrue on all delinquent renewals thirty (30) days after expiration.
- I understand that a City business license is required pursuant to chapter 5.08 of the Laguna Beach Municipal Code, BUT THAT A BUSINESS LICENSE IS NOT REGULATORY IN NATURE AND IS NOT AN APPROVAL OR ENDOORSEMENT OF COMPLIANCE WITH OTHER CITY ORDINANCES FOR LAWS.
- I understand that, prior to submitting this application, I am strongly advised to verify Zoning compliance for my proposed business through the City's Department of Community Development.

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.

ADDITIONAL INFORMATION

CA State CASp: California has a mandated state fee of \$4.00 on any applicant for a local business license 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.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

CITY OF LAGUNA BEACH
CERTIFICATE OF USE FOR HOME OCCUPATION
Required for Home-Based businesses

DATE: _____

NAME OF APPLICANT: _____

ADDRESS: _____

The premises will be used as single-family living unit and, incidental to such use, it is proposed to conduct the following Home Occupation (Describe fully)

It is agreed that the Home Occupation, if permitted, will conform to the following:

- a. No employment of help other than the members of the resident family.
- b. No use of material or mechanical equipment not recognized as being part of normal household or hobby uses nor recognized as material of equipment used in the creation of fine art.
- c. There shall be no newspaper or other advertising carried on which identifies the address or the residence as a place of business.
- d. The use shall not generate pedestrian or vehicular traffic beyond that normal to residences in the area.
- e. The use shall not involve the use of commercial vehicles for delivery or pick-up of materials or equipment to or from the premises.
- f. No unsightly storage of materials and/or supplies, indoor or outdoor, for purposes other than that permitted in the zone in which it is located.
- g. It shall not involve the use of signs or structures other than those permitted in the zone of which is it a part.
- h. No more than one (1) room in the dwelling shall be employed for the home occupation.
- i. In no way shall the appearance of the structure be so altered or the conduct of the occupation within the structure be such that the structure may be reasonably be recognized as serving a non-residential use (either by color, materials or construction, lighting, signs, sounds or noises, vibrations, etc.)
- j. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes.

Tenant Owner
(Circle One)

Signature

CITY PLANNER USE ONLY:

APN # _____

APPROVED AS PER PLANNING COMMISSION NUMBER (Check One)

- 1. Classes (no more than 6 pupils, 4 hours per week)
- 2. Consultants
- 3. Arts and Crafts
- 4. Personal Services
- 5. Assembly and Repair of Small Items
- 6. Storage and Use of Business Records
- 7. Mail Order Agency, including small packages to a certain size.

DEPARTMENT OF COMMUNITY DEVELOPMENT _____
(Authorizing Signature)

Original should be submitted with business license application.

Finance will copy Zoning/Community Development. Applicant will be provided with completed final version.

RETURNED CHECK DISCLAIMER:

Effective July 1, 2010, each returned item received by Avenu due to insufficient funds will be electronically represented to the presenters' bank no more than two times in an effort to obtain payment. Avenu 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.

CITY AUTHORIZATION TO INSPECT RECORDS:

The City will be conducting random audits validating the previous year's gross receipts. Under section 5.08.405 of the City of Laguna Beach Municipal Code, the Finance Director has the power to examine all necessary books and records of all persons doing business in the City for the purpose of ascertaining the amount of license fee required to be paid.

CASP FEE:

On October 11, 2017, Governor Brown signed into law AB-1379 which adds a state fee of \$4 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance and construction-related accessibility requirements and to develop educational resources for business in order to facilitate compliance with federal and state disability laws, as specified. This is in effect on or after January 1, 2018 until December 31, 2023.

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.

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
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.cdda.ca.gov
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 Community Development 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.

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/cpcfca/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.