



Annual Business License Renewal – Group 1 Gross Based

License Period: \_\_\_\_\_ mm/dd/yyyy – mm/dd/yyyy

Remit To: Avenu Insights & Analytics • City of Laguna Beach Bus Lic • 373 East Shaw Ave Box 367 • Fresno, CA 93710
Toll Free Phone: (866) 240-3665 • Email: MuniBLSupport@avenuinsights.com

Avenu Account #: \_\_\_\_\_

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

DBA: \_\_\_\_\_



Renew online at:

https://LagunaBeach.bizlicenseonline.com

- Online filing available 24/7
• ACH debit (e-check) or credit card

Section 1 – Address Confirmation

\*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.

Mailing Location on File:

\_\_\_\_\_  
\_\_\_\_\_

\*Provide alternate mailing address if needed per notification above:

\_\_\_\_\_  
\_\_\_\_\_

Physical Location on File:

\_\_\_\_\_  
\_\_\_\_\_

Check here if the Physical Location on file is a RESIDENTIAL address

Section 2 – Confirm business category. Select one.

- Artisans & Craftsmen (Code 1.00)
Businesses Not Otherwise Classified (Code 1.01)
Fabricating (Code 1.02)
Lawn and Garden (Code 1.13)
Manufacturing (Code 1.03)
Public Utilities (Code 1.07)
Processing (Code 1.06)
Retail Sales (Code 1.10)
Wholesale (Code 1.12)

Section 3 – Business License Calculation

Table with 2 columns: Line number and Amount. Line 1: Enter the actual gross receipts... REQUIRED. Line 2: Gross receipts multiplier 0.00044. Line 3: Base fee \$ 60.00. Line 4: Multiply the gross receipts amount... Line 5: Calculate amount due... Line 6: State Mandated Disability Access Education Fund (CASp Fee) \$ 4.00. Line 7: Penalty... Line 8: Application Fee \$ 20.00. Line 9: Total Amount Due (Sum of lines 5 through 8 = Line 9)

Section 4 – Sworn Statement - Required

- 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:

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](http://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](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 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](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/cpcfca/calcap/](http://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](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)