



Finance Department  
 416 N Franklin St  
 Fort Bragg, CA 95437  
 (707) 961-2825  
 Fax (707) 961-2913

**APPLICATION FOR BUSINESS LICENSE**  
**(Please Print All Information Clearly)**

Start Date \_\_\_\_\_

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

Business Location \_\_\_\_\_ Check One: upstairs \_\_\_\_\_ downstairs \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Business to be conducted from: Home \_\_\_\_\_ Garage/Shop/Accessory Structure \_\_\_\_\_ Commercial Structure \_\_\_\_\_

Previous Use At this Address: \_\_\_\_\_

Specific Business Being Conducted: \_\_\_\_\_

Check: Retail \_\_\_ Wholesale \_\_\_ Service \_\_\_ Professional Service \_\_\_ Contractor \_\_\_ Manufacturer \_\_\_ Other \_\_\_\_\_

Merchandise Sold: \_\_\_\_\_ Services Rendered: \_\_\_\_\_

F.E.I.N. \_\_\_\_\_ S.E.I.N. \_\_\_\_\_  
 (Federal Employer's Identification Number) (State Employer's Identification Number)

CA Retail Sales Tax No. \_\_\_\_\_ CA State License No. \_\_\_\_\_  
 (State Board of Equalization-BEAN)

State Contractors License No. \_\_\_\_\_

**Required:** (The State of California requires many businesses and professions to have a license issued by the Department of Consumer Affairs. For a listing of required businesses & professions please visit the Dept. of Consumer Affairs on line at "http://www.dca.ca.gov")

I certify that I am exempt from State Licensing Requirements \_\_\_\_\_ Initial \_\_\_\_\_  
 (Check)

Legal Status: Sole Proprietor / Partnership / Corporation / Association / Non-Profit Corporation (circle one)

Partnership/Corporation/LLC #: \_\_\_\_\_ (list board members below)

Is this a: 1)New Business 2)Owner Change 3)Name Change 4)New Location 5)Renewal (circle one)

Tools, chemicals, and/or equipment to be used in Business: \_\_\_\_\_

(the address below will print on the License Certificate)

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

State \_\_\_\_\_ Zip \_\_\_\_\_

**Business Owner Information:**

1) Owner Name: \_\_\_\_\_ DL #: \_\_\_\_\_

Residential Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No: \_\_\_\_\_ Social Security No: \_\_\_\_\_

2) Additional Owner: \_\_\_\_\_ DL #: \_\_\_\_\_

Residential Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No: \_\_\_\_\_ Social Security No: \_\_\_\_\_

**REQUIRED:** (List all additional owners &/or Board Members information on a separate sheet of paper and attach to this application)

I hereby certify under penalty of perjury that the foregoing statements contained in this application are true and correct to the best of my knowledge and belief and that the business identified in this application will be conducted in accordance with the provisions of zoning and sign ordinances contained in the Fort Bragg Municipal Code.

Signed and Dated \_\_\_\_\_  
 Signature Date

**(Please complete appropriate information on reverse)**

**CITY USE ONLY BELOW THIS LINE**

Issuance of the herein referenced business license is hereby approved pursuant to and/or with the following conditions:

- \_\_\_\_\_
- \_\_\_\_\_

Community Development Department Date

Public Works Department Date

City Use Only

Customer No. \_\_\_\_\_

License Certificate No. \_\_\_\_\_

Business Type \_\_\_\_\_

SIC Code \_\_\_\_\_

Business License Fee

Tax \$ \_\_\_\_\_

Fee \$ \_\_\_\_\_

State \$ **\$4.00**

Total: \$ \_\_\_\_\_

Zoning Designation \_\_\_\_\_

Parking Requirements \_\_\_\_\_

Occupancy \_\_\_\_\_

Health Permit # \_\_\_\_\_

Bureau of Automotive Repair BAR# \_\_\_\_\_

AP# \_\_\_\_\_

**Based on your type of business operation - Complete one of the following:  
Retail Sales, Services, Professionals, Contractors Etc. located in the City of Fort Bragg.**

**A. Gross Receipts**

\$ 00 to \$ 4,999 .... \$ 10.00 or  
 \$ 5,000 to \$ 29,999 ..... \$ 30.00 or  
 \$ 30,000 to \$199,999 .... \$ 30.00 plus .1 % (0.001) above \$ 30,000 or  
 \$200,000 and over ..... \$ 200.00 plus .04% (0.0004) above \$200,000

**GROSS RECEIPTS (20\_\_\_\_) \$ \_\_\_\_\_**  
 (first applicants please estimate)

Tax Based on Gross Receipts: \$ \_\_\_\_\_  
 Business License Fee: \$ 110.00  
 State Mandated Fee: \$ 4.00  
 Total Due: \$ \_\_\_\_\_

**Home Based Business in the City of Fort Bragg**

**B. Gross Receipts**

\$ 00 to \$ 4,999 .... \$ 10.00 or  
 \$ 5,000 to \$ 29,999 ..... \$ 30.00 or  
 \$ 30,000 to \$199,999 .... \$ 30.00 plus .1 % (0.001) above \$ 30,000 or  
 \$200,000 and over ..... \$ 200.00 plus .04% (0.0004) above \$200,000

**GROSS RECEIPTS (20\_\_\_\_) \$ \_\_\_\_\_**  
 (first applicants please estimate)

Tax Based on Gross Receipts: \$ \_\_\_\_\_  
 Business License Fee: \$ 70.00  
 State Mandated Fee: \$ 4.00  
 Total Due: \$ \_\_\_\_\_

**Business Out of Fort Bragg City Limits (providing service or sales within the city limits)**

**C. Gross Receipts**

\$ 00 to \$ 4,999 .... \$ 10.00 or  
 \$ 5,000 to \$ 29,999 ..... \$ 30.00 or  
 \$ 30,000 to \$199,999 .... \$ 30.00 plus .1 % (0.001) above \$ 30,000 or  
 \$200,000 and over ..... \$ 200.00 plus .04% (0.0004) above \$200,000

**GROSS RECEIPTS (20\_\_\_\_) \$ \_\_\_\_\_**  
 (first applicants please estimate)

Tax Based on Gross Receipts: \$ \_\_\_\_\_  
 Business License Fee: \$ 70.00  
 State Mandated Fee: \$ 4.00  
 Total Due: \$ \_\_\_\_\_

**Wholesale Manufacturers, Common Carriers, Utility Companies, Lumber Brokers in the City of Fort Bragg**

**D. Employee Formula**

First Person Employed .... \$50.00  
 Next Five Employees .... \$ 5.00 each  
 All Additional Employees .... \$ 2.00 each

**AVERAGE NUMBER OF EMPLOYEES (20\_\_\_\_) \_\_\_\_\_**  
 (first applicants please estimate)

Fee Based on Number of Employees: \$ \_\_\_\_\_  
 Business License Fee: \$ 110.00  
 State Mandated Fee: \$ 4.00  
 Total Due: \$ \_\_\_\_\_

**Wholesale Manufacturers, Common Carriers, Utility Companies, Lumber Brokers not in the City of Fort Bragg**

**E. Employee Formula**

First Person Employed .... \$50.00  
 Next Five Employees .... \$ 5.00 each  
 All Additional Employees .... \$ 2.00 each

**AVERAGE NUMBER OF EMPLOYEES (20\_\_\_\_) \_\_\_\_\_**  
 (first applicants please estimate)

Fee Based on Number of Employees: \$ \_\_\_\_\_  
 Business License Fee: \$ 70.00  
 State Mandated Fee: \$ 4.00  
 Total Due: \$ \_\_\_\_\_

**All Other Business Types**

	State Mandated
<b>* State Mandated Disability Access &amp; Education Fee of \$4.00 will be added to business rate below:</b>	
<b>F. Vehicle Delivery Businesses:</b> (Flat Rate or based on Gross Receipts, complete A above)	Flat Rate <u>\$ 50.00</u> per year + \$4.00
<b>Peddler:</b> ( regular route with truck)	Flat Rate <u>\$ 75.00</u> per year + \$4.00
<b>Peddler:</b> ( Solicitor peddling goods & wares from a temporary location \$20.00 per day )	No. Days _____ x <u>\$20.00</u> + \$4.00
	<b>TOTAL DUE</b> _____
<b>Taxi (First Vehicle)</b>	Flat Rate <u>\$ 135.00</u> + \$4.00
<b>Taxi (Additional Vehicles \$10.00 Each)</b>	No. Vehicles _____ x \$10.00 \$ _____
	<b>TOTAL DUE:</b> _____
<b>One Time Jobs (under \$1,000)</b>	Flat Rate <u>\$ 20.00</u> + 4.00 = <u>\$24.00</u>
<b>Junk Dealer</b>	Flat Rate <u>\$ 75.00</u> per year + \$4.00
<b>Pawnbroker</b>	Flat Rate <u>\$100.00</u> per year + \$4.00
<b>Non-Profit Organizations</b>	No Tax
<b>(must provide proof of nonprofit status and list of officers)</b>	<b>Total Due:</b> <u>\$ 44.00</u> + \$4.00
<b>Business Transfer Fee (owner/location)</b>	Flat Rate <u>\$ 95.00/\$105.00</u>
<b>Business License Name Change</b>	Flat Rate <u>\$ 20.00</u>
<b>Duplicate License Fee</b>	Flat Rate <u>\$ 10.00</u>

CITY OF FORT BRAGG  
BUSINESS LICENSE INFORMATION/DEFINITIONS  
Fort Bragg Municipal Code  
Title 5 Business Licenses and Regulations

**PURPOSE:**

This explanation is a summary designed to assist persons in completing an application for business license. It is NOT intended to be an exact copy of the Ordinance. Copies of Ordinances are available at City Hall or on the City website at [city.fortbragg.com](http://city.fortbragg.com).

**LICENSE REQUIRED:**

It is unlawful for any person to transact and carry on any business, trade, or profession without first having procured a license from the City to do so. **All business licenses are annual from January 1, become delinquent March 1, and expire December 31.** All licenses paid on or after March 1 accrue penalties of 10% per month thereafter, not to exceed 100% of the license tax due.

**BUSINESS LICENSE ISSUANCE REQUIREMENTS:**

Business Licenses are issued following clearance by Community Development personnel. The Community Development Department will check for Zoning regulations & Code requirements.

- **On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1.00 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 with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified. AB-1379 states that on and after January 1, 2018, through December 31, 2023, the one- dollar (\$1.00) additional fee is increased to four-dollars (\$4.00)**

**Please contact the following for compliance with other Code Requirements:**

The Fort Bragg Fire Protection Authority, (707) 961-2830  
The Mendocino County Building Department, (707) 964-5379  
The Mendocino County Health Department (707) 964-4713  
The Mendocino County Business License Department (707) 234-6875

**GROSS RECEIPTS:**

Generally, the term "gross receipts" includes the total amount of the sale, service or transaction without deductions for any costs or other expenses. **The following are excluded from "gross receipts":**  
**(1) cash discounts taken on sales; (2) credit allowed on saleable trade-in property; (3) sales or use tax paid by purchaser; (4) refund of cash or credit; (5) amounts collected for others as agent or trustee, to the extent paid to the person for whom collected.**

**AVERAGE NUMBER OF EMPLOYEES:**

The average number of persons employed daily in the licensee's business during the previous year, is determined by adding the total number of employees on the fifteenth day of each month, or on the day of the mid-month payroll period, and each of the preceding twelve months, and dividing the total by twelve.

**LICENSE - TRANSFERRING LOCATION OR OWNERSHIP:**

Transferring of the Business to a new owner shall be reported to the City on the application form and a fee of \$95.00 shall be charged for transferring the license to a new ownership. Any person wishing to transact or carry on business at a place other than previously designated or where the location or type of the business is changed shall notify the City as to the change by completing the application form, and a fee of \$105.00 shall be charged for amending the license.

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***The following information may be helpful and answer some of the most frequently asked questions about starting a business.***

**Fictitious Business Name Filing:** This process is completed through the Mendocino County offices located at 501 Low Gap Road in Ukiah, CA. Questions regarding filing need to be directed to the County Clerk Recorder at (707) 463-4370 or go to [www.co.mendocino.ca.us](http://www.co.mendocino.ca.us).

**Resale Number:** This number may be required for purchasing supplies from a wholesaler. To verify if your business needs a resale number, you may obtain additional information from the State Board of Equalization at 1-800-400-7115 or [www.boe.ca.gov](http://www.boe.ca.gov) The nearest office is located in Santa Rosa.

**Wholesale Number:** If you plan to purchase items at wholesale you may also need a wholesale number. You can obtain additional information from the State Board of Equalization at 1-800-440-7115 or visit [www.boe.ca.gov](http://www.boe.ca.gov)

**Health Permit:** If you are marketing a food item, a health permit is required. You may obtain these permits through the Mendocino County Department of Environmental Health, 120 W Fir Street in Fort Bragg, CA or call 707-961-2714. **A FORT BRAGG BUSINESS LICENSE WILL NOT BE ISSUED UNTIL A COPY OF THE HEALTH PERMIT IS RECEIVED IN OUR OFFICE.**

**Federal and State Identification Numbers:** All new businesses employing one or more persons must apply for a State Employer's Identification number by contacting The State's Employment Development Department at 1-888-745-3886 or visiting their website at <http://www.edd.ca.gov/>. You may also need a Federal Identification number if you are employing one or more persons. Contact the IRS Business Tax line at 1-800-829-1040 or visit their website at [www.irs.gov](http://www.irs.gov) for more information.

**California State License Number:** Any business required by the State of California to obtain a license or certification from the State, must provide that number to the City prior to obtaining a business license ie: Accountants, Acupuncturists, Architects, Automotive Repair, Barbering & Cosmetology, Cemetery & Funeral, Chiropractic, Contractors, Dental Professions, Electric & Appliance Repair, Engineers & Land Surveyors, Geology, Hearing Aid Dispensers, Home Furnishings, Landscape Architects, Landscape Contractors, Lawyers, Medical Doctors, Midwives, Occupational Therapy, etc.

**The State of California Contractor's Licensing Board phone number is 1-800-321-2752**

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<b>CITY OF FORT BRAGG</b>	<b>PHONE NO.</b>	<b>(707) 961-2825</b>
<b>FINANCE DEPARTMENT</b>	<b>FAX NO.</b>	<b>(707) 961-2913</b>
<b>416 N. FRANKLIN ST.</b>		
<b>FORT BRAGG, CA 95437</b>		

  
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