



City of Ceres
Application For New Business License

License Year: _____ - _____ Application Date: ____/____/____
Date Business Began in Ceres: ____/____/____

Remit To: City of Ceres • 2220 Magnolia Street - Ceres- CA - 95307

Toll Free Phone: (209) 538-5774. Email: Planning@ceres.gov Subject: Bizlicense

*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: <https://www.boe.ca.gov/info/publicrecords.htm>.

CALIFORNIA AB 2184: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB2184

TYPE OF APPLICATION

Select One*:

- | | |
|---|---|
| <input type="checkbox"/> New Annual/Quarterly License Application (<i>New Business Rates</i>) | <input type="checkbox"/> Temporary License Application |
| <input type="checkbox"/> Change of Physical Address (\$15.00 fee to update address) | <input type="checkbox"/> Change of Ownership (New Business Rates) |
| <input type="checkbox"/> Name Change (No Change in FEIN. \$15.00 fee to update name) | <input type="checkbox"/> Name Change (With FEIN Change. New Business Rates) |
| <input type="checkbox"/> Reopening of Closed Account (\$35.00 reopening fee applies to Mill Businesses + CASp Fee + Any Outstanding License Fees) | |

Select One:

- ☐ Business will be physically located within the city limits of Ceres and/or have a commercial space in the city limits of Ceres.
- ☐ Business is physically located outside of the city limits of Ceres but will be conducting business within the city limits of Ceres via agents, employees, deliveries, etc.

BUSINESS INFORMATION

Legal Business Name: _____ **Federal ID #:** _____

DBA (Doing Business As): _____ **Is this a Home-Based Business?** ☐ Yes ☐ No

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: _____
(Street-No PO Box) (City) (State) (Zip)

Initial one:

_____ (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 Proprietorship (Individual)* ☐ General Partnership* ☐ Corporation ☐ LLC ☐ LLP ☐ Other

**All Sole Proprietorship and Partnerships are required to provide a copy of government issued identification.*

(Examples: Passport, Driver's License, DMV issued ID, Matricula Consular)

Please describe your business activity in detail: _____

Business Email: _____ **Business website:** _____

Contractor State License #: _____ **State Tax ID #:** _____ **State 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)

Owner's Address: _____
(Street-No PO Box) (City) (State) (Zip)

Owner's Phone: _____ **Other Phone:** _____ **Owner's 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: _____
(Name of Municipality)

CALCULATE LICENSE AMOUNT DUE - Required for all applicants.

- Step 1: Mill Tax Calculations** - Retail Merchants, All Contractors, Professions & Services, Wholesalers & Manufacturers, Residential Hobby (If applicable – **See Fee Schedule at the end of this application** for a list of schedules/descriptions and tax rates in this category.)

Schedule Code	Description/Additional Information	License Fee Due
		\$
		\$

- Step 2: Unit Count Based Accounts or Temporary Licenses** (If applicable – **See Fee Schedule at the end of this application** for a list of schedules/descriptions and tax rates in this category.)

Schedule Code	Description/Additional Information	Unit Count Required for Calculation	License Fee Due
			\$
			\$

Additional Information for Unit Based Calculations:

Examples of Unit Count = # of Days, # of weeks, # of rooms/rental units, etc. as required for the calculation of the license fee

- Step 3: Flat Rate Based Accounts** (If applicable – **See Fee Schedule at the end of this application** for a list of schedules/descriptions and tax rates in this category.)

Schedule Code	Description/Additional Information	License Fee Due
		\$
		\$

- Step 4: Misc Administrative Fees:**

(If applicable - For previously registered businesses in Ceres only)

(4) \$ _____

Change of Physical Address – Pay \$15.00 only and sign form.

Name Change Only (no change in FEIN) – Pay \$15.00 only and sign form.

Name Change or Change of Ownership (FEIN change) – Follow steps 1, 2 and/or 3 + steps 5, 6 and 7.

Reopening of Closed Account Mill Tax Businesses – Pay \$35.00 + Step 6 only.

Reopening of Unit Count or Flat Rate Based Businesses – Follow steps 2 and/or 3 + steps 5, 6 and 7.

- Step 5: Add Business License Application Fee (Required for New Businesses):**

(5) \$ _____

- Step 6: Add CASp Fee (Required):**

(6) \$ **4.00**

- Step 7: Total Amount Due (Sum amounts from Steps 1, 2, 3, 4, 5 and 6):**

(7) \$ _____

SWORN STATEMENT

I acknowledge that the City of Ceres' issuance of a Business License and payment of Business License Tax does not entitle me/authorized representative to conduct any business in the City that is in violation of any applicable laws. I further acknowledge that the City of Ceres' issuance of a Business License does not waive the City of Ceres' 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.

Signature of Business Owner/Authorized Representative _____

Printed Name _____

Date _____

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 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: <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>

***All New Business, Change of Ownership and Location Change applications** must be approved by the City of Ceres prior to a license being issued. Your application will be submitted to the City for review. Once approval has been received and all other criteria requirements have been met, City of Ceres will be authorized to release your license. Official issuance of an authorized license could take up to 30 days for processing and review if all other requirements are met for issuance.

FOR CITY USE ONLY

☐ FINAL APPROVAL RECEIVED

☐ FINAL NOT APPROVED

☐ FINAL NOT REQUIRED

Comments/Notes: _____

Amount Collected: \$ _____ Method: ☐ Cash ☐ Check Date: _____ Received By: _____

Approved By:
Planning

Date: _____
Remarks: _____

Approved By:
Building

Date: _____
Remarks: _____

Approved By:
Fire

Date: _____
Remarks: _____

Approved By:
Police

Date: _____
Remarks: _____

Approved By:
Public Works

Date: _____
Remarks: _____

City of Ceres, CA

New Business License Application Fee Schedule

- Every business is required to have a business license. An application must be made to the Finance Officer stating the party to whom the license is issued, the nature of the trade or business to be pursued and place of business. New business license applicants are required to pay a non-refundable application review fee of \$30.00 **and** the applicable business license tax (see business license classifications below to determine tax).
- Business license are not assignable or transferable.
- For the protection of the public, various types of business operations are regulated through the City of Ceres Police, Fire, Building, Planning, Public Works Departments or the Stanislaus County Health Services Agency. Your business may or may not be so regulated.
- The law provides that a Business License is necessary before any business, occupation, or calling is conducted within the City. A City of Ceres Business License is required even though the business may be located outside the City or have a Business License from another City. Any persons who by the use of signs, circulars, cards, telephone book, newspaper or other means of communication or advertisement, holds or represents that he/she is engaged in business in the city shall be evidence of liability to pay tax on business conducted within the City.
- A separate license must be obtained for each branch, location or type of business operating in one location.
- All Business Licenses must be displayed at a fixed location. For businesses that do not have a fixed place, the responsible party must carry the Business Licenses on his/her person.

Schedule Code	Description/Additional Information	Business License Fee Due for NEW APPLICATIONS ONLY	Calculation Type
11.00	Ambulance	\$45.00	Flat Rate
13.00	Amusements – Carnival	\$100/day	Unit Based
13.01	Amusements – Circus	\$100/day	Unit Based
13.02	Amusements – Merry-Go-Rounds, Ferris Wheels, and Other Mechanical Rides (when not operated as part of a carnival or circus)	\$15/day	Unit Based
13.03	Amusements – Moving Picture/Theatrical Show (fixed place within City limits)	\$50/quarter	Flat Rate
13.04	Amusements – Moving Picture/Theatrical Show (other than those having a fixed place within the City limits)	\$15/day	Unit Based
13.05	Amusements – Public Dance (where admission is charged)	\$20/day	Unit Based
13.05	Amusements – Traveling Side Show	\$100/day	Unit Based
14.00	Auctioneer, Itinerant	\$45/day	Unit Based
15.00	Billboards	\$45.00	Flat Rate
50.50	Bingo	\$50.00 – Must be pre-approved.	Flat Rate
16.00	Christmas Trees	\$45.00	Flat Rate
2.01	Contractors (Accounts opening between April 1 st through September 30 th)	\$30.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
2.02	Contractors (Accounts opening between October 1 st through March 31 st)	\$15.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
17.00	Day Care/Nurseries - (Eight or more children)	\$30.00	Flat Rate
18.00	Delivery by Vehicle – Multiple deliveries (based outside of the City limits)	\$30.00	Flat Rate
18.01	Delivery by Vehicle – Towing (based outside of the City limits)	\$30.00	Flat Rate
19.00	Fortune Telling, as defined in Section 9.32.102	\$75.00	Flat Rate
12.00	Merchant Patrol Services	\$30.00	Flat Rate
3.01	Professions & Services (Accounts opening between April 1 st through September 30 th)	\$30.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
3.02	Professions & Services (Accounts opening between October 1 st through March 31 st)	\$15.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax

**Residential Hobby and Downtown Revitalization Assessment Area are not available online. Paper return is required.*

Schedule Code	Description/Additional Information	Business License Fee Due for NEW APPLICATIONS ONLY	Calculation Type
20.00	Rental or Lease of Property - Apartment House/Rental Unit	Apartment House/Rental Unit (2-5) = \$15 Apartment House/Rental Unit (6-9) = \$20 Apartment House/Rental Unit (10-20) = \$25 Each additional 10 units or fractional part thereof = \$10	Unit Based
20.01	Rental or Lease of Property - Boarding or Lodging Houses	Two Persons = \$15 Each additional person (maximum of 6) = \$5 per person	Unit Based
20.04	Rental or Lease of Property - Commercial	No fee at this time	n/a
20.05	Rental or Lease of Property - Industrial	No fee at this time	n/a
20.03	Rental or Lease of Property - Mobile Home Park/Trailer Court	20 units or less = \$25 Each additional 10 units or fractional part thereof = \$10	Unit Based
20.06	Rental or Lease of Property - Single Family Residence	No fee at this time for one unit. A person/business renting or leasing two or more units including single family residences is required to obtain a business license.	n/a
20.02	Rental or Lease of Property -Hotel, Motel, Cabin Court	20 rooms or less = \$25 Each additional 10 rooms or fractional part thereof = \$10	Unit Based
5.00	Residential Hobby - Gross receipts are less than \$2,000/fiscal year*	\$30.00 *	Mill Tax*
1.01	Retail Merchants (Accounts opening between April 1 st through September 30 th)	\$30.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
1.02	Retail Merchants (Accounts opening between October 1 st through March 31 st)	\$15.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
21.00	Snow-Cone, Ice Cream or Food Vehicle- Ice Cream Trucks, & Vending Machines (based outside City limits)	\$30.00	Flat Rate
22.00	Soliciting and Peddling – For soliciting or selling newspapers or magazines	\$15.00	Flat Rate
22.01	Soliciting and Peddling – QUARTERLY - For all other merchandise or wares not otherwise exempt or taxed under this chapter***Options available to pay either on quarterly, weekly or daily basis	Option 1 – Quarterly \$50/quarter	Flat Rate
22.03	Soliciting and Peddling – DAILY - For all other merchandise or wares not otherwise exempt or taxed under this chapter***Options available to pay either on quarterly, weekly or daily basis	Option 3 – Daily \$15/day	Unit Based
22.02	Soliciting and Peddling – WEEKLY - For all other merchandise or wares not otherwise exempt or taxed under this chapter***Options available to pay either on quarterly, weekly or daily basis	Option 2 – Weekly \$30/week + \$1 CA Senate Fee	Flat Rate
23.00	Tree Trimming/Yard Care/Trash Hauling/Janitorial (based outside City limits)	\$30.00	Flat Rate
24.00	Vendors - Itinerant Vendor	\$30/day	Flat Rate
4.01	Wholesalers & Manufacturers (Accounts opening between April 1 st through September 30 th)	\$30.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax
4.02	Wholesalers & Manufacturers (Accounts opening between October 1 st through March 31 st)	\$15.00 Fee - New Business Applications Renewals – Based on Gross Receipts	Mill Tax

Misc Administrative Fees/Other Fees

- New Application Fee (applies to all new business applications – one time basis) = \$50.00 - Application fee and licensing fee must be paid together when your application is submitted.
- CASp Fee = Applies to all new and renewal business licenses and is required annually.
- License Reprint/Duplicate License Fee = \$15.00
- Change of Physical Address = \$15.00 – Must complete a new application and have it signed off by Building/Planning. Upon approval and payment of the fee, the license will be updated and reissued.
- Name Change Only = \$15.00 - Must complete a new application and have it signed off by Building/Planning. Upon approval and payment of the fee, the license will be updated and reissued.
- Change in Ownership – Must complete a new application. Business licenses are non-transferrable.
- Reopening of Closed Account = \$35.00 – Charged on gross receipts (mill tax) based businesses only.
- Mill Tax Licenses pay an annual \$35.00 renewal fee.
- Failure to pay a business tax prior to delinquent date will result in a 10% penalty per month. Max 30% per quarter.
- **Downtown Revitalization Area – See DRA form for rates. Additional filing/payment required for only those businesses located in the Downtown Revitalization areas.***

**Residential Hobby and Downtown Revitalization Assessment Area are not available online. Paper return is required.*