

# CITY OF CHOWCHILLA CALIFORNIA



Finance Department  
 Chowchilla City Hall  
 130 S Second Street  
 Chowchilla, CA 93610  
 Telephone: (559) 665-8615, ext. 751  
 Finance@CityOfChowchilla.org

## BUSINESS LICENSE APPLICATION

New Business License	Change of Ownership	Change of Address/Name
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**MUNICIPAL CODE SECTION 5.04.020 LICENSE REQUIRED** – It is unlawful for any person, as principal, either for himself or for any other person or partnership or as an officer of any corporation, to commence or carry on any business, trade, calling, profession or occupation specified in this chapter or specified in Chapter 5.08 in the city, without first having registered or procured a license from the city to do so or without complying with all regulations of such trade, calling, profession or occupation contained in this chapter and Chapter 5.08.

**THIS APPLICATION MUST BE FILLED OUT COMPLETELY, SIGNED.**

Legal Business Name/DBA \_\_\_\_\_

Business Physical Address \_\_\_\_\_  
Number Street Unit/Suite # City State Zip  
 For home-based business ONLY, list the address where individual consents to receive service of process per BPC Section 16000.1(a)(2). If the home address is not listed, proof of compliance per BPC Section 17538.5(a)(2) is required.

Mailing Address (if different) \_\_\_\_\_  
Number Street Unit/Suite # City State Zip

Contact Person \_\_\_\_\_ Business Phone \_\_\_\_\_

Email \_\_\_\_\_ **Chowchilla Start Date** \_\_\_\_\_

Business Class (Check one)    Sole Proprietor    Corporation (provide list of officers)    LLC    Partnership    Non-Profit

Business Type (Check one)    Retail    Service    Contractor    Profession    Manufacturer    Wholesale

Detailed business description:	<b>Chowchilla Estimated Gross Sales:</b>
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Is the address of the business in your home located within Chowchilla City limits?	NO	YES	If YES is checked you must submit a Home Occupation Permit Application along with applicable fees)
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Is the address of business in a non-residential building located within Chowchilla City limits?	NO	YES	If YES is checked, you must submit a Business Questionnaire to determine if any special permits are needed
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**PROVIDE ALL LICENSE NUMBERS APPLICABLE TO YOUR BUSINESS. NO INFORMATION WILL BE RELEASED UNLESS ALLOWED BY LAW**

Resale (Seller's Permit) # _____	State Contractor # _____
Federal ID# _____	State License # _____
Firearms Sales    NO    YES; Federal License # _____	NPDES # _____

<b>THIS INFORMATION IS NOT FOR PUBLIC RELEASE</b>	<b>OWNER(S) or OFFICER(S) INFORMATION</b> (Attach a separate sheet if additional space is needed)
Name _____	Name _____
Home Address _____	Home Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Home Phone _____	Home Phone _____

**WARNING: FAILURE TO SECURE WORKERS COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO \$100,000 IN ADDITION TO THE COST OF COMPENSATION AND DAMAGES AS PROVIDED FOR IN SECTION 3700 OF THE LABOR CODE, INTEREST, AND ATTORNEYS FEES.**

CERTIFICATION: My signature below certifies that:

- I have read the statements on this application and have indicated those conditions which are applicable to the nature of my business; I declare under penalty of perjury under the laws of the State of California that I have obtained all the necessary licenses and/or permits that are required due to the nature, location or other characteristics of my proposed business.
- I understand the provisions of Chowchilla Municipal Code Title 5, Chapter 5.04, AND 5.08, and I also understand that the information on this application will be sent to various governmental agencies and/or departments for review.
- I declare under penalty of perjury under the laws of the State of California that the foregoing is true to the best of my knowledge; furthermore, I understand that should it be found that false information has been supplied, or there is a violation of City ordinance laws, it is cause for immediate revocation of my license.
- Should any of the above information change after this date, I will notify the City of Chowchilla of such changes.
- I understand that the City of Chowchilla retains the right to request verification of my/our current year estimated annual income to ensure that I am paying the correct business license fee.
- Business Licenses are issued July 1 of each year and expire on June 30 of the following year. For new Business License applicants, fees may be prorated based by quarter. Please contact City Hall for rates. NOTE: A business license is permanent unless terminated or revoked. You must terminate your account in writing. If not, you will continue to be billed and be responsible for the amount due.

\_\_\_\_\_ Printed name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**PROVIDE AN ANSWER TO EACH OF THE FOLLOWING QUESTIONS**

What was the building last used for?

Was the space vacant prior to you occupying it?	Y	N	NA
Are there other businesses or tenants in the building you are occupying?	Y	N	NA
Will you be making any changes to the building or space you are occupying? (i.e., plumbing, electrical, mechanical, or structural changes, including new walls, doors, windows, etc.)	Y	N	NA
Will you require a sign for your business to include Temporary signs or Banners? All Signs require Permits.	Y	N	NA
Will you be offering/selling any type of food/drink?	Y	N	NA
Will your business involve the sale of sexually oriented material?	Y	N	NA
Will your business involve the use of any hazardous material, including aerosols, combustibles, compressed gases, or other hazardous materials?	Y	N	NA
Will your Business discharge Water into the Storm Drain System?	Y	N	NA
Will your business involve firearms or gunpowder?	Y	N	NA
Will your business involve a taxi cab or other transportation services? (NOTE: Requires City Council approval)	Y	N	NA
Will your business involve private security guard/company services?	Y	N	NA
Will your business involve tattooing?	Y	N	NA
Will your business involve massage?	Y	N	NA
Door to door soliciting of goods for services? (NOTE: Requires City Council approval)	Y	N	NA

**OFFICIAL USE ONLY**

Approved

Denied

Signature

Date

Return this application along with payment and any additional paperwork to the CITY OF CHOWCHILLA, BUSINESS LICENSE DIVISION  
130 S SECOND ST, CHOWCHILLA CA 93610. Allow one to two weeks for processing and approval of your Business License Application.

# BUSINESS LICENSE FEES

Fees are effective as of July 1, 2022, and are subject to change annually

Issuance of a Business License evidences that the person(s), firm, or corporation named herein has paid the applicable fee required by the City of Chowchilla Municipal Code. Payment of a Business License Application Fee does not relieve the applicant of the requirements to comply with other regulations of City, County, State, or Federal government agencies. You are encouraged to ensure any proposed business satisfies all regulations prior to establishing a business.

Type of Business	License Fee*		
Application Fee (Non-Refundable)	\$28.00		
Retail & General	\$35.00 – \$525.00 (fee determined upon approval)		
Contractors	\$22.00 – \$917.00 (fee determined upon approval)		
Service Based	\$21.00 – \$344.00 (fee determined upon approval)		
Fire Inspection (In-town business or as required)	Varies Based on the Size of the Building		
<b>The following permits require separate forms to be completed and submitted</b>			
Home-Based Business Only – Home Occupation Permit	\$38.00		
Sign Plan Review	\$81.00		
<b>Administrative Use Permit</b>			
Administrative Use Permit Application (Not Specified Below) (AUP)	\$550.00		
AUP Application - Cottage Home	\$250.00		
AUP Application - Street Fair Public Property	\$450.00		
AUP Application - Street Fair Private Property	\$100.00		
<b>Attachments Required</b>			
Home Occupation Permit	Sign Permit	Administrative Use Permit	Fictitious Name Permit
Health Certificate Permit	Contractor License Verification	Fire Inspection Certification	

\*Included in the base fee is a \$4.00 CASp Services fee (SB 1186) per state mandate. Governor Brown signed AB 1379 into law on October 11, 2017, that adds a state fee of \$4.00 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.

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  
[www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)

The Department of Rehabilitation  
[www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)

The California Commission on Disability Access  
[www.cdda.ca.gov](http://www.cdda.ca.gov)