



City of Gonzales
147 Fourth Street
Gonzales, CA 93926
831-675-5000

BUSINESS LICENSE APPLICATION CHECKLIST

Step 1: City Application

- ☐ Application for City Business License (Page 4-5)
 - Is your application complete, including Anticipated Gross Receipts for the NEW fiscal year and information for all applicable licenses/permits?
 - Did you sign the application?
- ☐ Home Occupation Regulations
 - Complete only if you have a home-based business

Step 2: Applicable Documentation (copies accepted)

- ☐ **Seller's Permit** from the [State Board of Equalization](#) is required if your business operations involve the sale of retail or wholesale tangible property.
- ☐ **Cigarette & Tobacco License** from the California Department of Tax and Fee Administration is required if your business operations involve the sale of cigarette or tobacco products.
- ☐ **ABC License** from the [Alcoholic Beverage Control Board](#) is required if your business operations involve the sale of alcoholic beverages.
- ☐ **Fictitious Business Name** from the [Monterey County Recorder's Office](#) if the name of your business name does not include the surname (family name or last name) of the individual owner and each of the partners or the nature of the business is not clearly evident by the name. (Examples: John Smith Plumbing or Smith Plumbing – is acceptable. John's Plumbing – is not acceptable and will require a Fictitious Business Statement.)
- ☐ **Contractor's License** from [Contractor's State License Board \(CSLB\)](#) is required for ALL businesses or individuals who construct or alter any building, highway, road, parking facility, railroad, excavation, or other structure in California, if the total cost (labor and materials) of one or more contracts on the project is \$500 or more.
- ☐ **Health Permit** from the [Monterey County Health Department](#) if your business engages in the processing, manufacturing, packing, preparing or selling, whether at wholesale or retail, including the vending by machines, any food or beverage for human consumption, and if you engage in the business of public laundry, barbershop, laundromat, beauty shop, bathhouse or tattoo parlor.
- ☐ **Proof of Corporation, LP or LLC** from the [California Secretary of State](#) if your business is incorporated.
- ☐ **Proof of Exemption** from the [Internal Revenue Service](#) if your business is a charitable non-profit business, exempt from business license fee requirements.
- ☐ **Other License(s) or Certificate(s)** from the [State of California Department of Consumer Affairs](#), or other organization(s), as required for profession.
- ☐ **Liability Insurance**
- ☐ **Worker's Compensation Insurance** if applicable.
- ☐ **Identification of Owner**

Step 3: Submittal

- ☐ Email complete application packet to cfirme@ci.gonzales.ca.us or mail to:
City of Gonzales, P.O. Box 647 / 147 Fourth Street, CA 93926

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DISABILITY ACCESS REQUIREMENTS AND RESOURCES

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
GENERALSERVICES,
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
GENERALSERVICES,
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 the building 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.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

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/cpcf/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.



BUSINESS LICENSE APPLICATION

City of Gonzales

147 Fourth St. – P.O. Box 647
Gonzales CA 93926

Phone # (831) 675-5000 – Fax (831) 675-2644

DATE: _____

RECEIVED BY: _____

Select One:

☐ New Applicant

☐ Renewal Application

☐ Name Change

☐ Exempt

CLEARLY PRINT OR TYPE APPLICATION

BUSINESS LOCATION AND OWNER(S) INFORMATION

Legal Status: (<i>Check One</i>)						<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Non-Profit
Name of Business									
If Corporation, Legal name of Corporation:									
Business Address:		Street & Address		Ste/Apt #	City	State	Zip		
Mailing Address (if different)		Street & Address		Ste/Apt #	City	State	Zip		
Location of Work:		Street & Address		Ste/Apt #	Gonzales	CA	93926		
Phone:		Email:							
Name (Sole Proprietor, Partner 1, or Corporation)		Title	Address			Phone			
Name (Partner 2)		Title	Address			Phone			
Emergency Information: Please prioritize names below of those who can be contacted 24 hours a day in case of an emergency or other problems.									
Name:		Address:			Phone:				
Name:		Address:			Phone:				
Is this a Change in Ownership?		<input type="checkbox"/> YES <input type="checkbox"/> NO		Former Owner's Name:					
Is this a Business Name Change?		<input type="checkbox"/> YES <input type="checkbox"/> NO		Former Business or Corporation Name:					
Is this a Business Address Change?		<input type="checkbox"/> YES <input type="checkbox"/> NO		Former Business Address:					

BUSINESS INFORMATION

Business Description:				Hours of Operation:	
Number of Employees:		Is this a Home Occupation? <input type="checkbox"/> YES <input type="checkbox"/> NO		Zoning District:	
FEIN/SSN:	State of CA Contractor's #:	State Board of Equalization Acct #:	State of CA Employer ID #:	Peddlers Permit #:	
State Seller's Permit #:	Health Dept Permit #:	Fictitious Business License No./Exp Date:	Other State or Agency License #:	Agency Name:	
Will the Business be putting up a sign? <input type="checkbox"/> YES <input type="checkbox"/> NO					
** All new signs must comply with the City's Sign Ordinance and require City review and approval.					
Building Permits may be needed.					

FEES

Type of Business:	<input type="checkbox"/> Automobile Dealer <input type="checkbox"/> Contractor	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Professional Services	<input type="checkbox"/> Retail Sales (Includes Restaurants) <input type="checkbox"/> Wholesale/Industry	<input type="checkbox"/> Other (Describe)
Estimate Annual Gross Income: \$ _____ (For business operations in Gonzales ONLY. You may be required to show proof of income. Not applicable to Non – Profit / Exempt Businesses).				
Amount of Tax:	\$ _____	Refer to tax table.		
ADA Fee:	\$ 4.00	Includes Non-Profit / Exempt Business.		
Fire Inspection Fee:	\$ 130.00	Not Applicable to Home Based Businesses (except for Licensed Home Day Care). Not Applicable to Contractors/Subcontractors. Includes Non-Profit / Exempt Business if operating within a physical location.		
Total Amount Due:	\$ _____			

Issuance of a business license does not allow you to engage in a business whose operation would be in violation of other City Ordinances. Chapter 5.04 of the Gonzales City Code states that licenses are subject to all City regulations, state & other regulatory agencies, including those pertaining to health and safety, use of property, and zoning. You are urged to check with the appropriate City Departments and other regulatory agencies for further information about these regulations prior to paying for your license.

Applicant/Owner Signature

Applicant's Title

Date

CITY USE ONLY:

Department	Approval	Initials	Date
Planning	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Building	<input type="checkbox"/> YES <input type="checkbox"/> NO		

1. Classification A: Classification A shall include all retail businesses. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$45,000.00	\$50.00
45,000.00	65,000.00	60.00
65,000.00	85,000.00	75.00
85,000.00	105,000.00	95.00
105,000.00	125,000.00	115.00
125,000.00	150,000.00	138.00
150,000.00	175,000.00	163.00
175,000.00	200,000.00	188.00
200,000.00	230,000.00	215.00
230,000.00	260,000.00	245.00
260,000.00	300,000.00	280.00
300,000.00	350,000.00	325.00
350,000.00	400,000.00	375.00
400,000.00	450,000.00	425.00
450,000.00	500,000.00	475.00
500,000.00	550,000.00	525.00
550,000.00	600,000.00	575.00
600,000.00	700,000.00	650.00
700,000.00	800,000.00	750.00
800,000.00	900,000.00	850.00
900,000.00	1,000,000.00	950.00
1,000,000.00	2,000,000.00	1,000.00
2,000,000.00 or over		1,000.00

2. Classification B: Classification B shall include all service businesses. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$20,000.00	\$50.00
20,000.00	30,000.00	65.00
30,000.00	40,000.00	88.00
40,000.00	50,000.00	95.00
50,000.00	70,000.00	150.00
70,000.00	90,000.00	200.00
90,000.00	110,000.00	250.00
110,000.00	140,000.00	313.00
140,000.00	170,000.00	388.00
170,000.00	200,000.00	463.00
200,000.00	300,000.00	625.00
300,000.00	400,000.00	875.00
400,000.00 or over		1,000.00

3. Classification C: Classification C shall include all wholesale business and industry. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$200,000.00	\$60.00
200,000.00	300,000.00	85.00
300,000.00	400,000.00	88.00
400,000.00	500,000.00	110.00
500,000.00	600,000.00	115.00
600,000.00	800,000.00	175.00
800,000.00	1,000,000.00	225.00
1,000,000.00	2,000,000.00	400.00
2,000,000.00	3,000,000.00	450.00
3,000,000.00 or over		550.00

4. Classification D: Classification D shall include all manufacturing businesses. The annual tax for businesses in this classification shall be follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$100,000.00	\$60.00
100,000.00	200,000.00	85.00
200,000.00	300,000.00	90.00
300,000.00	400,00.00	97.50
400,000.00	500,000.00	112.50
500,000.00	600,000,00	137.50
600,000.00	800,000,00	175.00
800,000.00	1,000,000.00	225.00
1,000,000.00	2,000,000.00	350.00
2,000,000.00	3,000,000.00	450.00
3,000,000.00 or over		550.00

5. Classification E: Classification E shall include all contractors. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$100,000.00	\$80.00
100,000.00	150,000.00	175.00
150,000.00	200,000.00	200.00
200,000.00	250,000.00	250.00
250,000.00	300,000.00	300.00
300,000.00	350,000.00	350.00
350,000.00	400,000.00	400.00
400,000.00	450,000.00	450.00
450,000.00	500,000.00	500.00
500,000.00	600,000.00	550.00
600,000.00	700,000.00	600.00
700,000.00	800,000.00	650.00
800,000.00	900,000.00	700.00
900,000.00	1,000,000.00	750.00
1,000,000.00 or over		800.00

6. Classification F: Classification F shall include all businesses not otherwise classified herein. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		Annual Tax
At Least	But Less Than	
\$1.00	\$45,000.00	\$60.00
45,000.00	65,000.00	90.00
65,000.00	85,000.00	100.00
85,000.00	105,000.00	110.00
105,000.00	125,000.00	115.00
125,000.00	150,000.00	138.00
150,000.00	175,000.00	163.00
175,000.00	200,000.00	188.00
200,000.00	230,000.00	215.00
230,000.00	260,000.00	245.00
260,000.00	300,000.00	280.00
300,000.00	350,000.00	325.00
350,000.00	400,000.00	375.00
400,000.00	450,000.00	425.00
450,000.00	500,000.00	475.00
500,000.00	550,000.00	525.00
550,000.00	600,000.00	575.00
600,000.00	700,000.00	650.00
700,000.00	800,000.00	750.00
800,000.00	900,000.00	850.00
900,000.00	1,000,000.00	950.00
1,000,000.00 or over		1,000.00

7. Classification G: Classification G shall include all public utilities. The annual tax for businesses in this classification shall be as follows:

Annual Gross Receipts		
At Least	But Less Than	Annual Tax
\$1.00	\$100,000.00	\$50.00
100,000.00	200,000.00	65.00
200,000.00	300,000.00	90.00
300,000.00	400,000.00	116.00
400,000.00	500,000.00	140.00
500,000.00	600,000.00	165.00
600,000.00	700,000.00	190.00
700,000.00	800,000.00	215.00
800,000.00	900,000.00	240.00
900,000.00	1,000,000.00	265.00
1,000,000.00 or over		290.00

8. Classification H: Classification H shall include all automobile dealers who engage in the sale of new or used automobiles. Gross receipts for this classification may include receipts for all sales and service. The annual tax for business in this classification shall be as follows:

Annual Gross Receipts		Annual Tax
At Least	But Less Than	
\$1.00	\$600,000.00	\$165.00
600,000.00	1,200,000.00	265.00
1,200,000.00	2,000,000.00	365.00
2,000,000.00	4,000,000.00	465.00
4,000,000.00	6,000,000.00	565.00
6,000,000.00 or over		665.00