



CITY OF FOLSOM
DISTINCTIVE BY NATURE

**CITY OF FOLSOM
BUSINESS LICENSE APPLICATION
ANNUAL GROSS RECEIPTS**

City of Folsom
50 Natoma Street
Folsom CA 95630

Business Name: _____ Corp Name: _____ Date Opened (in Folsom): _____

Business Address: _____
(A P.O. BOX IS NOT SUFFICIENT FOR BUSINESS ADDRESS) STATE ZIP CODE

Mailing Address: _____

Business Phone: _____ Type of Business _____ Share Space With Another Business? _____

Type of Ownership: (Check One) Sole Ownership _____, Corp/LLC _____, Partnership _____

Federal Tax ID or SSN#: _____ (Required) State Employer # _____

Seller's Permit # _____ Health Certificate# _____
(COPY REQUIRED FOR ANY RETAIL SALES) ***SEE PAGE 2 (COPY REQUIRED FOR FOOD SERVICES)

State Contractor's License #: _____, Class: _____

Owner Name: _____ Home Address: _____ Phone #: _____
(Or Corporate Office Address for corporations)

President's Name: _____ Home Address: _____ Phone #: _____
(For Corporations)

Partner Name: _____ Home Address: _____ Phone# _____
(List all General Partners, use attachments if necessary)

BY SIGNING THIS APPLICATION, I AGREE TO ABIDE BY ALL ORDINANCES OF THE CITY OF FOLSOM, INCLUDING BUT NOT LIMITED TO THE ORDINANCE SET BY THE CITY OF FOLSOM RELATING TO THE OPERATION OF BUSINESS, AND CERTIFY UNDER PENALTY OF PERJURY THAT THIS INFORMATION IS TRUE AND CORRECT.

Signature: _____ Title: _____ Date: _____

Partner Signature (if applicable) _____ Date: _____

New License Review Tax (Resolution #8301, one-time fee).....\$ 22.00

Historical District Surtax, Annual \$60.00/Semi-annual \$30.00.....\$ _____
(Historical Surtax only for businesses on Sutter St, Traders Lane, and Gold Lake Dr)

Business License Tax...***INSERT AMOUNT FROM TABLE ON PAGE 2***.....\$ _____

Estimated gross receipts in one yr = \$ _____
(Based on Fiscal Year, July 1 to June 30, prorated quarterly for new businesses)

Hazardous Material Fee (To be completed by Fire Marshal).....\$ _____

TOTAL DUE.....\$ _____

Inspection Requirements: (If Applicable) 1. Applicant must arrange for inspection and have building open.
2. Applicant must be present during inspection.

APPROVAL SIGNATURES REQUIRED:

PLANNING: _____ (355-7214) **DATE:** _____

BUILDING: _____ (355-7323) **DATE:** _____

FIRE MARSHAL: _____ (984-2871) **DATE:** _____

POLICE DEPARTMENT: _____ (355-7230) **DATE:** _____

(Police approval required only if indicated, ex. Taxi cab, Card rooms.)

ANNUAL GROSS RECEIPTS TABLE

Please Circle the Appropriate Category

Gross Receipts = The total sales for your business for twelve calendar months (or an estimate) before deductions for returned items, allowances, and discounts.

<u>CATEGORY</u>	<u>LOWER</u>	<u>UPPER</u>	<u>ANNUAL FEE</u>
1	\$ -0-	\$99,999.00	\$40.00
2	\$100,000.00	\$899,999.00	\$125.00
3	\$900,000.00	\$5,099,999.00	\$250.00
4	\$5,100,000.00	\$10,899,999.00	\$500.00
5	\$10,900,000.00	\$25,099,999.00	\$1,000.00
6	\$25,100,000.00	N/A	\$100 + .05/\$1000 GR

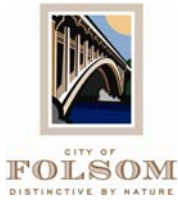
Business License application forms must first be submitted in person for approvals by the Planning and Building Departments, as well as the Fire Marshal. The Planning signature may be obtained at the Planning Department counter on the second floor of the City Hall building at 50 Natoma St., Folsom, 95630. The completed application form must then be brought to the Finance Department on the first floor with payment by cash or check (no credit or debit cards accepted for business license payments). When all necessary information with payment is received by the Finance Department, a receipt/temporary business license will be issued. The permanent license will be processed and mailed no earlier than 4 weeks.

If you would like to mail in your application, please mail to address on upper right hand corner of the application and be sure to write 'Attention Business Licenses' on the envelope. Mailed applications will not receive a receipt/temporary business license number.

Business Licenses are non-transferable. The City of Folsom, Business License Desk (916-355-7312), must be contacted for any change in ownership or Federal Tax ID number. The business license is issued only for the location indicated on application form. Any change in business location must be reported to the City. An address change form must be approved by Planning Department and submitted to Finance Department with payment of \$10.00 license reprint fee.

All Business licenses expire on June 30 of each year. Renewal notices will be mailed annually ~ mid June. The City allows a 30 day grace period for renewal of licenses. All renewal payments must be received by 7/31 to avoid a 10% per month late charge (up to a maximum of 50%). It is the responsibility of the business owner to renew their license. If a renewal notice has not been received by July, please contact the Business License Department at 916-355-7312. You may also e:mail questions to businesslicenses@folsom.ca.us

*****Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization office. For general information, please call the Board of Equalization at 1-800-400-7115. The Seller's Permit must reflect the Folsom location or sub-location address not a corporate address and must be submitted at time of application.**



CITY OF FOLSOM

BUSINESS LICENSE GUIDE

The City of Folsom requires that every person, firm, corporation, partnership or other business organization occupying real property within the City for business purposes shall obtain a business license. In addition, businesses which are engaged in business activity but do not have a fixed place of business in Folsom are required to obtain a business license.

This guide is prepared for your use in complying with this requirement. If you have any questions about this process or in completing the application, please contact the Business License Department at (916) 355-7312. You may also e:mail questions to: businesslicenses@folsom.ca.us

THE APPLICATION PROCESS

The business license application is provided by the Finance Department located in City Hall, 50 Natoma Street, Folsom. This application provides information for various departments of the City, and it also provides a service to the applicant regarding how the business may be impacted by City codes. The application consists of general business related questions and more specific questions for the Community Development Department, the Fire Department, and other departments as necessary.

Once a completed application is delivered in person or by mail for businesses with a physical address not in Folsom to the Finance Department, a brief review will be conducted to determine if the applicant must be referred to other departments. The applicant must have the building open and be present for inspections. You will be contacted by the Fire Marshal and Building Inspection division if inspections are necessary.

The fee for the business license is based on the type of business. There is also an additional \$22.00 fee to cover set up costs for all new businesses. The business license fee and set up fee are due with the completed application. We accept checks or cash (in person). We do not accept credit card or debit cards for business license payments. A retail business is charged according to the annual gross receipts $\text{Gross Receipts} = \text{the total sales for your business for twelve consecutive calendar months (or an estimate of twelve consecutive calendar months) before deductions for returned items, allowances, expenses, discounts}$. A copy of the State Board of Equalization resale permit (Seller's Permit), indicating the Folsom business address, **must be received with the application**. Food service businesses will need to provide a copy of the Sacramento County Health permit before the license can be released. Also please be aware that you will need to contact the Sacramento County Recorder's Office to apply for a Fictitious Business Name, if the business owner's name is not incorporated as a part of the business name. A Fictitious Business Name Statement is required for any business where the last name of the owner is not part of the business name. If you are a corporation, please submit a copy of the first two pages of your Articles of Incorporation. Contractors, please note your contractor license number and class(es). Massage therapists need to bring a copy of their certificate of completion. Once the application has been reviewed and all necessary preliminary approvals and documents obtained, a receipt is issued as the temporary business license only if applying in person; a temporary license is not issued if the application is mailed. The permanent business license will be mailed (or may be picked up at the Finance Department if requested) approximately 30 days of receipt of completed application and payment.

All business licenses are non-transferable and expire on June 30, with the exception of the Card room and Bingo Licenses that are issued on a calendar basis. Renewal notices are generally mailed during the mid to latter part of June. The renewal payments are due on July 31 to avoid assessment of late penalties. Any license not renewed by July 31 is assessed a late penalty of 10% per month up to maximum of 50% of the business license fee.

If at any time a City Department notifies the applicant of violations of City codes or State laws, and corrections are not made within a reasonable amount of time, the applicant will be notified to cease operation until these violations are corrected. If a violation is deemed a serious threat to the health, safety or welfare of the community, the applicant will be notified to cease operation at once pending correction of the violation.

HOME OCCUPATION

An applicant desiring to conduct a business from the home must obtain a home occupation business license. This is a specialized business license allowing business activity at a residence provided that such activity does not impact the neighborhood and is allowed under law. This application is also found on the City of Folsom website: www.folsom.ca.us / Departments / Finance / Business License / Planning Department Home Occupation Application / Home Occupation Permit Application.

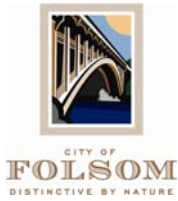
In order to ensure that the above requirements are met, all home occupation business licenses require the approval of the Community Development Department, as well as the Fire Department if applicable. If deemed necessary by these departments, the City will contact you to arrange for an inspection, have the home open, and be present for the inspection. The application form is also available at the Community Development Department counter, 2nd Floor @ City Hall. To contact the Community Development Department directly, please call 355-7214.

If you are not the owner of the home, you will need to provide a copy of a bill in your name reflecting the home address you will be conducting business at.

The fee for the home occupation business license is set by the City Council and is due, along with the fee to cover set up costs, when the completed application with necessary approvals is received by the Finance Department. A temporary business license will then be issued to the applicant. We accept checks or cash (in person). We do not accept credit card or debit cards for business license payments.

SPECIAL CAUTION

The issuance of this business license is not necessarily the only permit, license, certificate or entitlement required by City codes and other laws. For example, the applicant may be required to obtain a building permit, certificate of occupancy, or use permit. The applicant is responsible to ensure that all necessary permits, licenses, certificates and entitlements have been obtained.



Business Start-up Checklist

Health Permit obtained from:	Required for businesses dealing with food. Sacramento County Environmental Health Dept. 10590 Armstrong Avenue Mather, CA 95655	Ph# 916-875-8440
Sellers Permit obtained from:	Required for any retail or wholesale business. State of California, Board of Equalization 3321 Power Inn Rd Suite 210 Sacramento, CA 95826-3889	Ph# 916-227-6700 or 800-400-7115
Fictitious Business Name Statement:	Required for any business where the last name of the owner is not part of the business name. Sacramento County Clerk-Recorder Dept. 700 H Street, Room 1710 Sacramento, CA 95814	Ph# 916-874-6644
State Employer # Obtained from:	Required for submitting payroll information to State. State of California, Employment Development Dept. 7001A East Parkway, Room A Sacramento, CA 95823	Ph# 916-654-8706
Federal Tax ID:	Internal Revenue Service 4330 Watt Avenue Sacramento, CA 95821	Ph# 800-829-3676
Better Business Bureau:	400 S Street Sacramento, CA 95814	Ph# 916-443-6843
Contractor's License:	State Contractor's License Board PO Box 26000 9835 Goethe Road Sacramento, CA 95826	Ph# 800-321-2752 or 916-255-4450
Small Business Admin:	650 Capitol Mall, Suite 7-500 Sacramento, CA 95814	Ph# 916-930-3700
Folsom Chamber of Commerce:	200 Wool Street Folsom, CA 95630	Ph# 916-985-2698
ABC:	State of California Alcohol Control Board 3321 Power Inn Road, Suite 230 Sacramento, CA 95826	Ph# 916-227-2002
Building Inspection	For appointments	Ph# 916-355-7323
Fire Inspection	Fire Marshal appointments	Ph# 916-984-2871