City of Folsom

Business License Application

50 Natoma Street, Folsom, CA 95630
916-355-7312
businesslicenses@folsom.ca.us

OFFICIAL USE ONLY
Control #: _____
Receipt #: _____
Date: _____

Gross Receipts ☐ Service Professions ☐ Home Occupation ☐ Commercial, Industrial, Research & Development ☐ Specialty ☐ Changes ☐

Applicant Information (fill in all applicable items):

Business Name (30 characters only):		Date Open/Effective:	
Corporate Name:		Contact E-mail:	
Business Description:			
Business/Event Address (Cannot be PO Box):	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:
Business Phone #:		Federal Tax ID/SSN #:	
Seller's Permit (must have Folsom address)#:		Health Certificate (copy attached) #:	
State Contractor's Lic. #:		Contractor's Class:	

Ownership (select one): Corporation (provide a copy of Articles) ☐ LLC ☐ Partnership ☐ Sole Proprietorship ☐ Other ☐: _____

Do you intend to use or store any flammable or combustible fluids or hazardous materials? ☐ Yes ☐ No

Do you intend to do any modifications to the existing building structure? ☐ Yes ☐ No Is there an active Building Permit? ☐ Yes ☐ No

Owners, Partners, or Corporate Officers Information (attach additional sheet, 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.

1st Owner Name:	Address/City:	State:	Zip:	Phone #:
E-mail:	DL #:	SSN #:	Signature:	
2nd Owner Name:	Address/City:	State:	Zip:	Phone #:
E-mail:	DL #:	SSN #:	Signature:	

To Calculate Fees, Please complete the following (Annual Fees are Pro-rated Quarterly beginning July 1st):

1. Calculate the Business Fees from the rates listed. Enter the appropriate tax and fee in the corresponding space provided to the right.
2. Incomplete or unsigned form may result in penalty and/or delay in processing of license
3. A separate Business License must be obtained for each location within City Limits.
4. Folsom sellers permit is required for any sales of merchandise within City Limits.
5. If your organization or corporation has been granted exemption from fees or taxes, proof must be submitted.
6. Taxi Licenses require Police Department Permits before obtaining a Business License.
7. Specialty Licenses need Social Security # and color copy of Drivers License/Gov't issued ID for each person.
8. Fees payable by cash / check ONLY. Make check payable to the City of Folsom.

Estimate of Annual Gross Receipts (Gross Receipts Applications):	$
Total # of Folsom Employees (Service Professions Applications):	
Historical District Surtax (see pg 4):	$
Home Occupation Permit Fee (if applicable):	$
New License Review Tax (one-time fee):	$ 23.00
Business License Tax (from table on pg 3/4):	$
Hazardous Material Fee (for Fire Marshal Only):	$
Specialty License Fee (from table on pg 4):	$
California Disability Access Fee (Pg 3 Item#1):	$ 1.00
Total Due (add all applicable fees in highlighted section):	**$** _____

City Approval Signatures:

Note: Home Occupations located within the City of Folsom must apply in person at the Planning Counter (between 8:00am and 1:00pm or by appointment).

Planning: (916-355-7214)	Date:
Building: (916-355-7323)	Date:
Fire Department: (916-351-3453)	Date:
Police Department: (916-355-7230)	Date:

Please complete and sign the following questionnaire prior to submittal to the Planning Division for review of the Proposed Home Occupation. Completion of this form is required for Home Occupation permits and applicant must provide proof of residency (i.e. driver's license, utility bill, etc…).

1. Do you own the home where the Home Occupation will be conducted:
   ☐ Yes ☐ No If No, please complete the following:
   Property Owner of Record Name (please Print): _____
   Authorized Signature: _____
2. Do you intend to use or store any flammable or combustible fluids or hazardous materials?
   ☐ Yes ☐ No If Yes, you must complete the following:
   Folsom Fire Department Representative Name: _____
   Fire Department Signature: _____ Date: _____
3. Will any business-related commercial vehicle(s) be stored at the home?
   ☐ Yes ☐ No If Yes, you must complete the following:
   Folsom Fire Department Representative Name: _____
   Fire Department Signature: _____ Date: _____
4. Police Department Approval (if necessary):
   Folsom Police Department Representative Name: _____
   Police Department Signature: _____ Date: _____
5. Is there any other Home Occupation at this Property? ☐ Yes ☐ No
   If Yes, describe the business: _____
6. How many occupants of the dwelling will be engaged in the Home Occupation on the subject property?
   _____
7. List other business owners/partners employed by the business NOT living in the home who would be reporting to work at the residence:
   Name:_____ Address:_____ Phone#:_____
   Name:_____ Address:_____ Phone#:_____
8. Will your business involve customers, clients, patients or visitors coming to your home?
   ☐ Yes ☐ No If Yes, complete the following:
   How many clients will attend at any one time? _____
   What is the maximum number of clients at the home in any one day? _____
   What days and times will clients generally visit the home? _____
9. Will there be products sold on the premises or on the intranet?
   ☐ Yes ☐ No If Yes, please describe and provide the Seller's Permit number on the Business License Application: _____
10. Will there be food products prepared or packaged for sale? ☐ Yes ☐ No
    If Yes, list Sacramento County Health Certification Number: _____
11. Will there be storage of products or materials for the Home Occupation? ☐ Yes ☐ No
12. What percentage of the residence floor area will be used for office and/or storage?_____%
13. Will there be any signs advertising the Home Occupation? ☐ Yes ☐ No
14. If Yes, please describe: _____
15. Is the Home Occupation required to comply with any other County, State, or Federal regulations? ☐ Yes ☐ No
    If Yes, which regulations apply and how does the Home Occupation comply with them?
    _____

I hereby certify under penalty of perjury that the above information is true and correct to the best of my knowledge, and further agree to uphold the regulations for Home Occupations relating to the operation of business.

Applicant's Signature: _____ Date: _____
Partner's Signature: _____ Date:_____
(If Applicable)

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Office Use Only
(Planning Division Sign Off)

Approval Date: _____ Approved By: _____ Permit #:_____

1. ☒ **California Disability Access $1.00 Fee Information (Required):**
   a. On September 19th, 2012 Governor Brown signed into law SB-1186 which adds a state fee of $1.00 on any application 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.
   b. California Government Code Section 4469
      i. 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:
      ii. The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx
      iii. The Department of Rehabilitation at www.rehab.cahwnet.gov
      iv. The California Commission on Disability Access at www.ccda.ca.gov

2. ☐ **Gross Receipts Licenses:**
   - Every business, other than those listed elsewhere. This includes retail, landscaping service, most out of town vendors, beauty salons, wholesale, restaurants, apartment complexes, commercial day care centers, etc.
   - Charge based on total sales for your Folsom business for twelve calendar months before deductions for returned items, allowances, and discounts.
   - Based at a fixed location/store in Folsom and have tangible goods.
   - Salon (& etc.) owners need Gross Receipts License for the store location (Individual employees need Service Professions License)

Gross Receipts Tax Table			
Category	Lower	Upper	Annual Tax
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/$1,000 GR

3. ☐ **Service Professions, Manufacturing, Wholesale Licenses:**
   - Doctors, dentists, accounting firms, consultants, real estate brokers, massage therapists, individual hair dressers (cosmetologists), estheticians, and manufacturing firms. Business providing a service (no tangible goods).
   - Charge based on number of employees including owner in Folsom
   - Individuals working in salons/massage therapist offices. One license per person

Service Professions, Manufacturing, Wholesale Tax Table			
Category	Lower	Upper	Annual Tax
1	0	1	$ 40.00
2	2	4	$ 125.00
3	5	8	$ 175.00
4	9	12	$ 220.00
5	13	25	$ 250.00
6	26	55	$ 500.00
7	56	124	$ 1,000.00
8	125	N / A	$100 + $10 per Employee

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4. ☐ **Home Occupation Licenses:**
   - Business is based out of residence in Folsom
   - Applicants must fill out the additional conditions form on Page 2 of the application and submit the entire application to the City's Planning Division for review of the Proposed Home Occupation.

Home Occupation and Business Tax Table	
Home Occupation Permit Fee (one time fee)-Resolution #8900	$ 26.00
Business License Tax (per year / pro-rated quarterly) –FMC 50.04.280	$ 40.00

5. ☐ **Commercial, Industrial, Research & Development Licenses:**

- Any business in a commercial zone that does not fall within any other category. (i.e. Intel & HP)

Commercial, Industrial, Research & Development Tax Table			
Category	Lower	Upper	Annual Tax
1	0	1,999	$ 40.00
2	2,000	17,999	$ 125.00
3	18,000	101,999	$ 250.00
4	102,000	217,999	$ 500.00
5	218,000	501,999	$ 1,000.00
6	502,000	N / A	$100 + $2.50/$1,000 Sq.Ft.

6. ☐ **Specialty Licenses:**

- Includes Special Event, Itinerant vendors, peddlers, solicitors, or street stands.
- May need temporary use permit. Customer will need to contact planning department for details

Special Event Fee Table	
Non Profit	$ 0
Fixed Location (Day)	$ 25.00
Fixed Location (Month)	$ 30.00
Fixed Location (Quarter)	$ 75.00
Fixed Location (Year)	$ 200.00
Non Fixed Location	$ 500.00
Door to Door	$ 500.00

7. ☐ **Historical District Licenses:**

a. Historical Surtax only for businesses on Sutter St, Traders Lane, and Gold Lake Dr
b. Annual Fee $60.00 / Semi-Annual Fee $30.00
c. Pay Annual fee when applying July through December. Pay Semi-Annual Fee when applying January through June.

8. ☐ **Contractors Business Licenses:**

a. Not required to have individual business licenses if the work they are performing requires them to pull building permits for their jobs in Folsom. There is a $25.00 business license fee charged on each building permit.

9. ☐ **Sub-Contractors Business Licenses:**

a. Are required to have individual business licenses. Please refer to Gross Receipts Fee Table

10. ☐ **Changes:**

a. Business Licenses are non-transferable.
b. Business license department must be contacted for any change in ownership or Federal Tax ID number.
c. Any change in business location must be reported to the City.
d. An address change form must be approved by Planning Department and submitted to Finance Department with payment for License Reprint fee of $11.00

Business License application forms must first be submitted in person for approvals by the Planning and Building Departments, as well as the Fire Marshal and Police Department (if applicable). 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 Planning counter is open Monday through Friday 8:00am-1:00pm or by appointment. When all necessary information with payment is received by the Finance Department, a receipt will be issued. The permanent license will be processed and mailed no earlier than 3 weeks. The City of Folsom, The business license is issued only for the location indicated on application form.

All Business licenses expire on June 30 of each year. Renewal notices will be mailed annually in 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

CITY OF FOLSOM
FOR INFORMATIONAL PURPOSES ONLY

Business Start up Checklist

Category	Required for…	Business Name	Contact Information
Health Permit	Businesses dealing with food	Sacramento County Environmental Health Dept.	10590 Armstrong Avenue Mather, CA 95655 916-875-8440
Sellers Permit	Includes wholesalers, manufactures and retailers	State of California, Board of Equalization	3321 Power Inn Rd Suite 210 Sacramento, CA 95814 916-227-6700 or 800-400-7115
Fictitious Business	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 916-874-6644
State Employer #	Submitting payroll information to State.	State of California, Employment Development Dept.	7001A East Parkway, Room A Sacramento, CA 95823 916-654-8706
Federal Tax ID	Federal Tax ID Number	Internal Revenue Services	4330 Watt Avenue Sacramento, CA 95821 800-829-3676
Better Business Bureau		Better Business Bureau	400 S Street Sacramento, CA 95814
Contractor's License		State Contractor's License Board	PO Box 26000 9835 Goethe Road Sacramento, CA 95826 916-255-4450 or 800-321-2752
Small Business Admin		Small Business Admin	650 Capitol Mall, Suite 7-500 Sacramento, CA 95814 916-930-3700
Folsom Chamber of Commerce		Folsom Chamber of Commerce	200 Wool Street Folsom, CA 95630 916-985-2698
Alcohol Permits	Alcohol Permits	State of California Alcohol Control Board	3321 Power Inn Road, Suite 230 Sacramento, CA 95826 916-227-2002

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