



# CITY OF ARCATA

736 "F" Street • Arcata, CA 95521  
(707) 822-5951

• Please Check One •

- NEW APPLICATION
- CHANGE OF OWNER
- CHANGE OF ADDRESS
- CHANGE OF BUS NAME
- HOME OCCUPATION
- OUTSIDE CITY

## BUSINESS LICENSE TAX CERTIFICATE APPLICATION

Business Name _____ Corporate Name _____ <small>(If Different)</small> Business Location _____ <small>(Not P. O. Box)</small> City _____ State _____ Zip _____ Bus. Phone ( ) _____ Bus. Fax ( ) _____	<b>• OFFICIAL USE ONLY •</b> BUSINESS LICENSE NO. _____ EXPIRATION DATE _____ SIC CODE _____ INPUT/MAILED _____ TOTAL PAID \$ _____ CHECK # _____ CREDIT CARD <input type="checkbox"/> CASH <input type="checkbox"/>
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Mailing Address \_\_\_\_\_  
(If Different)  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Start Date	Description of Business

Ownership:  Corporation  Ltd Liability Corp  Sole Proprietor  Partnership  Trust

State Lic. No. \_\_\_\_\_ License Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

Resale No. \_\_\_\_\_ Federal ID No. \_\_\_\_\_ State ID No. \_\_\_\_\_

Enter below names of Owners, Partners, or Corporate Officers - Use Additional Sheets as necessary

Owner Name _____	Title _____	Phone ( ) _____
Home Address _____		Drivers License No. _____
City _____	State _____	Zip _____
		Social Security No. _____

  

Owner Name _____	Title _____	Phone ( ) _____
Home Address _____		Drivers License No. _____
City _____	State _____	Zip _____
		Social Security No. _____

In case of an emergency please contact:

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Alarm System (if applicable) Burglary / Security Alarm:  Yes  No

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ License No. \_\_\_\_\_

### PLEASE FILL IN THE APPROPRIATE BOXES BELOW AND SIGN

**IMPORTANT NOTE:** Issuance of a Business License Tax Certificate does not in any manner excuse compliance with any applicable state, county or municipal laws or regulations. You are advised that the zoning laws, building codes, public health laws and other laws and regulations of the City, county, state or federal governments may affect your ability to conduct business at the address indicated. Contact the Community Development/Building Department at 822-5955 and the Environmental Services Department at 822-8184 for further information. Violations of laws subject you to prosecution and possible penalties. The purpose of the business license tax is solely to raise money for municipal purposes and is not intended to be a license to do business.

**CERTIFICATION:** I certify under penalty and perjury that the above information is true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for doing business in the City of Arcata*

RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF ARCATA

No. of Employees/Owners:	Full-Time	Part-Time
No. of Units:		

Based on the fee schedule on the back of this form, please calculate the amount due.

Base Fee (416)	\$ _____
New App. Fee (416/610)	\$ _____
State CASp Fee (312)	\$ 4.00
<b>TOTAL AMOUNT DUE</b>	<b>\$ _____</b>

NOTICE: 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 [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx) - The Department of Rehabilitation at [www.rehab.ca.gov](http://www.rehab.ca.gov) - The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

City of Arcata – Business License Tax Information

**Base Fees**

<p><b><u>BUSINESS LICENSE TAX BASED BY EMPLOYEE</u></b></p> <p><i>“Employee” is defined as any person including owner, manager, agent, etc., employed or working in said business. Two part-time employees equal one full-time employee.</i></p> <p>Base License Tax (includes one employee) \$40.00                  2-20 Employees (each) \$10.00                  21-70 Employees (each) \$5.00                  Part-time employees \$5.00                  (No additional charges for 71+ employees)</p>		<p><b><u>POOL HALLS, BILLIARD PARLORS, CARD ROOMS AND MINI STORAGE</u></b></p> <p>Pool Halls/Billiard Parlors (minimum of \$40.00) \$10.00/table                  Card Rooms \$100.00/table                  Mini-Storage: Up to 20 Units \$40.00                  21-40 Units \$50.00                  41+ Units \$75.00</p>	
<p><b><u>OUTSIDE CITY LIMITS – GENERAL LICENSE FEE</u></b></p> <p>Base License Tax \$40.00</p>		<p><b><u>CARNIVAL &amp; CIRCUS</u></b></p> <p>Carnival/Circus \$50.00/day</p>	
<p><b><u>MULTIPLE SMALL BUSINESSES OPERATED BY THE SAME OWNER</u></b></p> <p>Base License Tax (no employee fees) \$40.00</p>		<p><b><u>GOLF COURSES AND RIFLE RANGES</u></b></p> <p>Golf Courses/Rifle Ranges \$50.00/yr.</p>	
<p><b><u>CONTRACTORS &amp; SUBCONTRACTORS</u></b></p> <p>Contractors \$50.00                  Subcontractors \$10.00/job or \$50.00 (not to exceed \$50.00)</p>		<p><b><u>SPECIAL SALES, BANKRUPTCY SALES, SOLICITORS</u></b></p> <p>Special Sales/Solicitors \$50.00/day</p>	
<p><b><u>FESTIVALS, FAIRS, MISCELLANEOUS VENDORS OR CRAFT SALES</u></b></p> <p>Base License Tax (Annual) \$40.00                  Booth Fee (specific application available) \$20.00</p>		<p><b><u>APARTMENTS, MOTELS, HOTELS, TRAILER COURTS, AND ROOMING HOUSES</u></b></p> <p>Base License Tax \$40.00 (includes first 4 units or 5 tenants)  <b>In Addition:</b>                  Apartments Over 4 units \$5.00/unit                  Rooming Houses Over 5 units \$2.00/unit                  Hotels/Motels/Trailer Courts Over 4 tenants \$2.00/tenant (not to exceed \$480.00)</p>	
<p><b><u>FIREWORKS BOOTHS</u></b></p> <p>Booth Fee (specific application available) (Non-Profit Entities ONLY) No Charge</p>			

Additional Fees

<p><b><u>General Information</u></b></p> <p>In <b>addition</b> to the specific business-type fees listed above, the following fees apply to most Business License Tax Applications.</p>			
<p><b>New Applications:</b></p> <p>\$10.00 (Processing Fee)                  \$20.00 (Planning Compliance Fee)                  \$4.00 (State CASp Fee)</p>	<p><b>Address/Owner Changes:</b> \$5.00</p> <p><b>Reprint of License:</b> \$5.00</p> <p><b>Non-Profit Entities:</b> exempt*</p> <p><b>Veterans:</b> exempt*</p> <p><small>*(with completed application &amp; Non-Profit ID# or proof of service)</small></p>	<p><b>Renewal Applications:</b></p> <p>\$5.00 (Processing Fee)                  \$10.00 (Planning Compliance Fee)                  \$4.00 (State CASp Fee)</p>	
<p><b>All Fees are due by July 1<sup>st</sup> every year. Penalties of 10% per month will be added if not paid by July 31, not to exceed 50% of the total annual tax. All incomplete/unsigned forms will be returned unprocessed.</b></p>			