



## CITY OF REEDLEY BUSINESS LICENSE APPLICATION

### PLEASE FOLLOW THESE INSTRUCTIONS:

1. Please print. (Except where signature is required.)
2. Do not use a pencil.
3. Please fill in all blanks.
4. If a section does not apply then please write in N/A for not applicable.
5. Please provide copies of all documents requested.  
(See documentation check list).
6. Important: If your business is located inside the city limits of Reedley, please contact the Planning and Building Department before submitting your application for any Zoning and building permit issues. (559) 637-4200 ext 222.

**This application is not for contractors.**

**Contractors: Please use application as indicated on the city's web site, or contact Ruth in the Building Dept. at (559) 637-4200 ext 225.**



# BUSINESS LICENSE - DOCUMENTATION CHECKLIST

**PLEASE ATTACH **COPIES** OF ITEMS BELOW WITH YOUR APPLICATION**

**SOLE OWNERSHIP**

1. Copy of California Driver's License.
2. Copy of social security card or Federal Employer's Identification number (FEIN)
3. Verification of a resale permit. Address on Resale permit must match location of business.

**PARTNERSHIP**

1. Copies of California Driver's License on all partners.
2. Copies of social security cards on all partners or Federal Employers Identification Number (FEIN)

**CORPORATION OR LLC (LIMITED LIABILITY COMPANY)**

1. Copy of any verification of Federal Employer's Identification number

**NON-PROFIT ORGANIZATION**

1. Proof of non-profit status (501.c), Corporation Number, List of Officers.
2. List of authorized personnel or agents to sign fund raising applications & permits.
3. Copy of Federal Employer's Identification number if business or organization has employees.

**ICE CREAM & MOBILE FOOD VENDORS**

1. Copy of California Driver's License.
2. Copy of social security card or Federal Employer's Identification number (FEIN)
3. Vehicle Inspection by the Reedley Police Dept.
4. Current Health Dept. Sticker.
5. Public Liability Insurance naming the City of Reedley as "additional insured".

- Door to door soliciting:** City of Reedley business license required.  
Contact Reedley Police Dept for door-to-door requirements at (559) 637-4250.

**CAR WASH REGISTRATION FOR NEW APPLICANTS**

Contact: State of Calif./Division of Labor, Licensing & Registration Unit  
455 Golden Gate Ave, 9<sup>th</sup> Floor  
San Francisco, CA 94102  
(415) 703-5640  
[www.dir.ca.gov/t8/ch6sb11.html](http://www.dir.ca.gov/t8/ch6sb11.html)

## GENERAL BUSINESS LICENSE INFORMATION

No license shall be issued under the provisions of the Business License Chapter until the applicant has complied with all of the provisions of the Building Code, the Fire Prevention Code, and the Zoning Ordinance and when applicable, the rules and regulations of the Police Department and Fresno County Health & Environmental Department.

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of \$1 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** at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx) .
- **The Department of Rehabilitation** at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov) .
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov) .

### Fee Schedule:

<b>1. Business License Application Fee:</b>	<b><u>\$100.00</u></b>
<b>2. <u>Business License Tax:</u></b>	<b>\$</b> <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>
<i>The month your business started:</i>	
• July - Sept, please add .....	<b>\$75.00</b>
• Oct.-Dec, please add .....	<b>\$56.25</b>
• Jan.-March, please add .....	<b>\$37.50</b>
• April-June , please add .....	<b>\$18.75</b>
<b>3. Annual Business License Application/Renewal Fee</b>	<b><u>\$ 25.00</u></b>
<b>4. \$1.00 SB-1186</b>	<b><u>\$ 1.00</u></b>
<b>TOTAL DUE: (total of #1, #2, #3 &amp; #4)</b>	<b>\$</b> <span style="border: 2px solid black; display: inline-block; width: 60px; height: 25px; vertical-align: middle;"></span>

Your license will expire on June 30, whereby you will be billed automatically for the new fiscal year, July 1 through June 30, at the current corresponding rate. Any business conducted on July 1 will be considered to be an active business therefore all business license fees are applicable.

You will receive your license after all city fees have been paid. Failure to pay your license fee within thirty (30) days from the billing date will result in penalty fees assessed each month at the rate of 20% of the balance due.

If your business is located inside the city limits of Reedley, your annual business license renewal may not be processed if there are outstanding invoices due to the city. Please pay these promptly before you renew your business license.

A new application must be submitted whenever there is a change in ownership, location or business name change. Please notify this office immediately if there are any changes in the mailing address or operating status of your business. Please refer to the fee schedule found on page 3 of this packet.

## CONTACT LIST FOR BUSINESSES

**(If your business is located in Reedley please contact the Planning and Building departments listed below before submitting your business license application for any zoning and building permit issues.)**

Zoning Ordinance Info	Planning Dept/Community Development (559) 637-4200 ext 222 733 9 <sup>th</sup> Street, Reedley CA
Building Code Info	Building Dept. (559) 637-4200 ext 225 1733 9 <sup>th</sup> Street, Reedley CA
Door-To-Door Soliciting	Reedley Police Dept. (559) 637-4200 ext 243 843 G Street, Reedley CA 93654
Sales Tax Permit (Resale Permit)	State Board of Equalization (559) 440-5330 Fresno Branch 8050 North Palm Ave, Suite 205 Fresno CA 93711
State Employer ID #	Employment Development Dept. (916) 654-8706 <a href="http://www.edd.ca.gov">www.edd.ca.gov</a> (Sacramento) <b>Telephone Registration:</b> You can also register by telephone by calling EDD's Tele-Reg service at (916) 654-8706. Please make sure to have a completed DE 1 registration form available when you call. You will receive your EDD employer account number over the telephone and employer packet by mail.
your new	
Federal Employer's ID Number	Internal Revenue Service (559) 454-6671 2525 Capitol St <b>Fresno, CA 93721</b>  <a href="http://www.irs.gov">www.irs.gov</a> <b>Business &amp; Specialty Tax Line at (800) 829-4933</b> <b>The hours of operation are 7:00 a.m. - 10:00 p.m.</b> <b>local time, Monday through Friday</b>
Fictitious Business Name Filing	Fresno County Clerk (559) 488-3003 2221 Kern St. Fresno, CA M-F, 7a.m.-4p.m
Fresno Co. Health Dept.	Health & Environmental Dept. (559) 600--3357 1221 Fulton, 3 <sup>rd</sup> Floor Fresno, CA 93721

**The above list is only a list of those agencies whose regulations pertain to most businesses in general. It is the responsibility of each business to research special State or County requirements for specific types of businesses and to fulfill those requirements prior to obtaining a City of Reedley business license.**