

# TO ALL BUSINESS LICENSE APPLICANTS

## IMPORTANT - PLEASE READ

Attached is a business license application along with an information sheet pertaining to the business license. To ensure proper processing of your application please follow these steps:

- ❑ Complete the application in full.
- ❑ Enter an opening date, or estimated opening date.
- ❑ List all that apply:
  - Social security number
  - Federal tax ID number
  - Resale number
  - Contractor number
  
- ❑ *ON THE LINE THAT ASKS FOR GROSS RECEIPTS, YOU WILL NEED TO ESTIMATE THE GROSS RECEIPTS FOR THE BUSINESS FROM THE OPENING DAY THROUGH THE END OF CURRENT BILLING PERIOD, THEN DETERMINE YOUR FEE.*

**1<sup>st</sup> Billing Period:           JAN 1 – JUNE 30**  
**2<sup>nd</sup> Billing Period:         JUL 1 – DEC 31**

- ❑ Sign the application.
- ❑ Enclose a check for the appropriate fee, *DO NOT GUESS ON LICENSE FEE AMOUNT*, please contact our business licensing department at 559.782.7457.

Please read and sign the information sheet attached and return with application. The initial application fee is **NON-REFUNDABLE**.

**ANY INCOMPLETE OR INCORRECTLY FILLED OUT APPLICATIONS WILL DELAY THE APPROVAL OF YOUR BUSINESS LICENSE.**



City of Porterville, Business License Division, 559-782-7457



**CITY OF PORTERVILLE**  
**291 N. MAIN STREET**  
**PORTERVILLE, CA 93257**  
**(559) 782-7457**

DUE	PAST DUE
For Period:	Beginning 00/00/00 Ending _____
Temporary License for:	
Day(s) From	Thru

## Application For City Business License

**FEE MUST ACCOMPANY APPLICATION**

Allow 10 to 21 days for necessary inspections and approvals. Licensee is responsible for compliance with all ordinances of the City of Porterville. I.e. Fire, Health, Building and Zoning Codes

RENEWAL	NEW	OWNERSHIP CHANGE	ADDRESS CHANGE	NAME CHANGE			
LICENSE NO.		TAX NO.		CA. LIC.			
BUSINESS NAME MAILING ADDRESS  EMAIL ADDRESS		BUSINESS ADDRESS   BUSINESS PHONE NO.					
PLEASE INDICATE OWNERSHIP STATUS		INDIVIDUAL	PARTNERSHIP	CORPORATION	NON-PRO FIT		
List owners, partners or officers		title	SS#	Residence Address	City	Zip	Residence Phone

DESCRIPTION OF BUSINE SS (GIVE DETAILS):

*Amusement Devices on Premises?			*Coin-operated machines			*Provide separate list (name, address, phone if owned and operated by vending company.)		
Yes	No	Number	Yes	No	Number			
Do you store FLAMMABLE or HAZARDOUS materials?			Yes	No	In emergency, notify:			Phone
If so, type and quantity:			1.			2.		

**IMPORTANT READ AND SIGN BELOW - RETURN WITH FEE. VALIDATED LICENSE WILL BE MAILED TO YOU**

REFUNDS for overpayment must be requested in writing within six months of payment date  
 PAST DUE - Cumulative penalty of 25% per month will be added to fee

Business License Fee	\$	
State Tax Fee (SB 1186)	\$	4.00
<b>Total Due</b>	<b>\$</b>	

I certify the above information is correct. (Make any corrections as needed.)

Signed By \_\_\_\_\_ Office/Title \_\_\_\_\_ Application Date \_\_\_\_\_

ALL BUSINESS SIGNS WITHIN THE CITY LIMITS MUST BE APPROVED BY THE PLANNING DEPARTMENT.  
 NOTE: Additional City permits may be necessary before the owner can commence business.

FOR OFFICE USE ONLY

Approved	Date	Approved	Date	Approved	Date
1. Licensing		3. Building		5. Police	
2. Accounting		4. Fire		6. Planning	

REQUIREMENTS/CONDITIONS

AMOUNT PAID	DATE ISSUED	BY	SIC#	SCHEDULE	DATE BUSINESS DISCONTINUED	LICENSE NUMBER
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Notify City if you change your business address, name, ownership, nature of business, or if you are no longer doing business in Porterville

**PLEASE RETURN ALL COPIES**

**CITY OF PORTERVILLE**  
**GENERAL BUSINESS LICENSE INFORMATION**

291 N. MAIN ST. • PORTERVILLE, CA 93257 • (559)-782-7457 • FAX: (559) 784-4569



**Please read the following information and sign and date below. Return this form with the original copy of the business license application.**

It is unlawful for any person to transact and carry on any business, trade, profession, calling, or occupation in the City of Porterville without first having procured a business license from the City. (City Code Sec. 15-5.)

**Process time for an application is approximately 14 to 21 days** from the date of application to issuance of the license. Any license issued is contingent upon conformance with all municipal codes, and state and federal regulations. **Any business type requiring a permit from another City office, to conduct business, is not authorized by the business license application to conduct business until all requirements are met (examples: taxi cabs, home based business, card dealers).**

**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 or calling the nearest State Board of Equalization Office. (800) 400-7115

**No issued license is transferable** from person to person or from business to business. Any license may be amended to change a business location or add a branch of the same business type to an existing license. A new application and fee is required to change ownership, change business name, conduct a "Going out of Business" sale, or change the type of business conducted. For any other changes, check with the Business License Division to verify the business is in compliance.

**Renewal of the business license is the responsibility of the business.** Renewal applications are sent out prior to the due date. If a renewal application is not received by the business, it is the owner's/operator's responsibility to contact the business license division, prior to the delinquent date, to request a renewal form. **Any renewal application not received, in the office, by the last day of the due date month is charged successive, cumulative, penalties in the amount of 25% of the business tax.** If the due date falls on Saturday, Sunday or a holiday, the due date shall be the next regular business day. **If there is a business closure or a business is no longer conducting business within the City limits, it is the responsibility of the business to notify the City.**

**Renewal dates for semi-annual business license are:**

**Due Date**  
**January 1<sup>st</sup>**  
**July 1<sup>st</sup>**

**Delinquent Date**  
**February 1<sup>st</sup>**  
**August 1<sup>st</sup>**

**Refund requests must be made in writing, by the applicant, within six months from the date the payment was received.**

The above information is general. There are specific requirements that apply to the type of business being conducted. Please check with the Business License Division for further information to verify that the business being conducted is in compliance with all City requirements.

The undersigned, hereby acknowledges that the above information has been read and understood.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **BUSINESS LICENSE RENEWAL INFORMATION**

### **PLEASE NOTE THE FOLLOWING DATES:**

1<sup>ST</sup> PERIOD -- DUE JANUARY 1  
*(Past due as of FEBRUARY 1)*

2<sup>ND</sup> PERIOD -- DUE JULY 1  
*(Past due as AUGUST 1)*

- ✘ All renewals must be paid and received in our office BEFORE THE PAST DUE DATE to avoid penalty.
- ✘ Review the information on the renewal application carefully, correct any errors, and fill in the blank spaces.
- ✘ If your business is closed, or you are an out of town contractor and are not currently working in Porterville, it is necessary that you inform our office at (559) 782-7457, Business License Division.
- ✘ If ownership or location has changed, a new application is required. Please contact our office at (559) 782-7457, Business License Division.
- ✘ Please be sure that the prior (6) six months gross receipts figure is stated on the line provided. \*\*\* This information is mandated by the California State Law.
- ✘ If no gross receipts are reported on the renewal, we will assume that your gross receipts are the maximum amount of the fee schedule shown on the renewal, which will be reported to the California State Franchise Tax Board. (This does not apply to flat rate renewals).

### **FOR MORE INFORMATION OR ASSISTANCE, CONTACT:**

City of Porterville  
Business License Division  
291 N. Main St.  
Porterville, CA 93257  
Phone: 559-782-7457

## 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  
GENERSERVICES,  
Division of the State  
Architect, CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.rehab.cahwnet.gov/](http://www.rehab.cahwnet.gov/)

[disabilityaccessinfo](http://disabilityaccessinfo)

DEPARTMENT OF  
GENERSERVICES,  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)

[www.cdda.ca.gov/resources-menu/](http://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](http://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](http://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](http://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](http://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/cpcfca/calcap/](http://www.treasurer.ca.gov/cpcfca/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](http://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](http://www.bsc.ca.gov).