



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 _____ (If Different) Business Location _____ (Not P. O. Box) City _____ State _____ Zip _____ Bus. Phone () _____ Bus. Fax () _____ Mailing Address _____ (If Different) City _____ State _____ Zip _____ Email Address _____	• OFFICIAL USE ONLY • 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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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
OR		
No. of Units:		

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

Employees/Owners Fees (416)	\$	
Unit Fees (416)	\$	
Other Fees \$10.00 (416)	\$	
Other Fees (312)	\$	4.00
TOTAL AMOUNT DUE	\$	

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 - The Department of Rehabilitation at www.rehab.cahwnet.gov - The California Commission on Disability Access at www.cdda.ca.gov.

City Of Arcata – Business License Tax Information

General Information

In **addition** to the specific business-type fees listed below, the following fees apply to most Business License Tax Applications.

New Applications: \$10.00 (Processing Fee) \$4.00 (State CASP Fee)	Address Changes: \$5.00 Owner Changes: \$5.00 Reprint of Permit: \$5.00 Non-Profit Entities: exempt* Veterans: exempt*
Renewal Applications: \$5.00 Processing Fee	

All Fees are due by July 1 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.

*(with completed application & Non-Profit ID# or proof of service)

Specific Business License Tax Information

BUSINESS LICENSE TAX BASED BY EMPLOYEE

“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.

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)	

OUTSIDE CITY LIMITS – GENERAL LICENSE FEE

Base License Tax	\$40.00
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MULTIPLE SMALL BUSINESSES OPERATED BY THE SAME OWNER

Base License Tax (no employee fees)	\$40.00
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CONTRACTORS & SUBCONTRACTORS

Contractors	\$50.00
Subcontractors	\$10.00/job or \$50.00
(not to exceed \$50.00)	

FESTIVALS, FAIRS, MISCELLANEOUS VENDORS OR CRAFT SALES

Base License Tax (Annual)	\$40.00
Booth Fee (specific application available)	\$20.00

FIREWORKS BOOTHS

Booth Fee (specific application available) (Non-Profit Entities ONLY)	No Charge
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POOL HALLS, BILLARD PARLORS, CARD ROOMS AND MINI STORAGE

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

CARNIVAL & CIRCUS

Carnival/Circus	\$50.00/day
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GOLF COURSES AND RIFLE RANGES

Golf Courses/Rifle Ranges	\$50.00/yr.
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SPECIAL SALES, BANKRUPTCY SALES, SOLICITORS

Special Sales/Solicitors	\$50.00/day
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APARTMENTS, MOTELS, HOTELS, TRAILER COURTS, AND ROOMING HOUSES

Base License Tax (includes first 4 units or 5 tenants)	\$40.00
In Addition:	
Apartment	
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)	