

**City of Ripon**  
**BUSINESS LICENSE APPLICATION**

259 N. Wilma Ave., Ripon, CA 95366  
Phone 209-599-2108 \* Fax 209-599-2685  
[www.cityofripon.org](http://www.cityofripon.org)

- Check (√)  New Business License  
 Change of Ownership  
 Change of Address

**MUNICIPAL CODE SECTION 5.04.020 LICENSE REQUIRED.** It is unlawful for any person or persons, firm, co-partnership, corporation or any other association, or for any person whether as an agent, servant, clerk or employee, for himself or for any other person, firm, co-partnership, corporation, or other association within the corporate limits of the city to commence or carry on any trade, calling, occupation, profession or pursuit, until they shall have first obtained a license therefore, as required in this chapter. Issuance of a license, however, shall not constitute endorsement of the applicant, his employees or product by the city or its employees. Any such claim of endorsement by the applicant or any agent of his business or product may be cause for immediate revocation of the license.

**THIS APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED BEFORE LICENSE CAN BE ISSUED**

**Business Name** \_\_\_\_\_

**Business Owner** \_\_\_\_\_

**Business Location** \_\_\_\_\_

For home based business only: List address where individual consents to receive service of process per BPC Section 16000.1(a)(2).  
If home address is not listed, proof of compliance per BPC Section 17538.5(a)(2) is required.

**Mailing Address** (if different than business location) \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Business Phone#** ( \_\_\_\_\_ ) \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Business Classification** (Check appropriate box)  Sole Proprietorship  Corporation  Corp-Ltd Liability  Partnership  Trust

**Detailed Business Description** \_\_\_\_\_

**Is the address of business in your home located within Ripon City limits?**  Yes  No (If checked Yes, you must submit a Home Occupation Permit Application with applicable fees)

**Is the address of business in a non-residential building located within Ripon City limits?**  Yes  No (If checked Yes, you must submit a Business Questionnaire - used to determine if any special permits are needed)

**Provide all license numbers applicable to your business:**

**Federal ID #** \_\_\_\_\_ **Resale (Seller's Permit) #** \_\_\_\_\_ **State Contractor #** \_\_\_\_\_

**Firearms Sales?**  Yes  No **If yes, Federal License #** \_\_\_\_\_ **SIC Code #** \_\_\_\_\_

**THE INFORMATION YOU ENTER IN THIS BOX IS NOT PUBLIC INFORMATION**

**OWNER(S) or OFFICER(S) INFORMATION** (Attach separate piece of paper if additional space is needed)

**Name** \_\_\_\_\_ **Name** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **Home Address** \_\_\_\_\_

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

**Home Phone #** ( \_\_\_\_\_ ) \_\_\_\_\_ **Home Phone #** ( \_\_\_\_\_ ) \_\_\_\_\_

**CERTIFICATION:** *My signature below certifies that:*

- I have read the statements on this application and have indicated those conditions which are applicable to the nature of my business; I declare under penalty of perjury under the laws of the State of California that I have obtained all the necessary licenses and/or permits that are required due to the nature, location or other characteristics of my proposed business.
- I understand the provisions of Ripon Municipal Code Title 5, Chapter 5.04.
- I understand that the information on this application will be sent to various governmental agencies and/or departments for review.
- I declare under penalty of perjury under the laws of the State of California that the foregoing is true to the best of my knowledge; furthermore, I understand that should it be found that false information has been supplied, or there is a violation of City ordinance laws, it is cause for immediate revocation of my license.
- Should any of the above information change after this date, I will notify the City of Ripon of such changes.

\_\_\_\_\_  
Applicant SIGNATURE

\_\_\_\_\_  
Applicant PRINT CLEARLY

\_\_\_\_\_  
Association with Business

\_\_\_\_\_  
Date

**SEE REVERSE SIDE FOR COMPUTATION OF FEES DUE**

## BUSINESS LICENSE APPLICATION FEES

Issuance of a Business License evidences that the person(s), firm or corporation named herein has paid the applicable fee required by the City of Ripon Code. Payment of a Business License Application Fee does not relieve the applicant of the requirements to comply with other regulations of City, County, State or Federal government agencies. You are encouraged to ensure any proposed business satisfies all regulations prior to establishing a business.

Business Licenses are issued in January of each year and expire on December 31<sup>st</sup> the same year. For new Business License applicants, fees are not prorated; however, any completed application received after November 30<sup>th</sup> of the current year will be processed for the next year. Please contact City Hall for rates.

**IN ACCORDANCE WITH THE BAY AREA CONSUMER PRICE INDEX, LICENSE FEES VARY FROM YEAR TO YEAR. THE LICENSE FEE SCHEDULE FOR 2020 IS AS FOLLOWS:**

| Type of Business  | Base Fee*             |
|---|-----------------------|
| <b>100</b> All Retail, Service and Professional Businesses (includes any person who conducts business using their home as their base of business and lives within Ripon City limits - Home Occupations) | \$109.75              |
| <b>110</b> All Contractors & Subcontractors (Non Home Occupations)  | \$143.25              |
| <b>115</b> Rental income property owners or managers renting four to ten residential units  | \$102.25              |
| <b>120</b> General income property owners or managers   | \$111.25              |
| <b>125</b> All other types of businesses including all manufacturing businesses   | \$159.25              |
|   | <b>Additional Fee</b> |
| Employees working within the City limits (excluding one owner & spouse)   | \$ 11.00 per employee |

### PLEASE CALCULATE AMOUNT DUE FROM SCHEDULE ABOVE

Type of Business: \_\_\_\_\_ Base Fee: \$ \_\_\_\_\_  
 # of Employees: \_\_\_\_\_ @ \$11.00 per employee: \$ \_\_\_\_\_  
**TOTAL BUSINESS LICENSE APPLICATION FEES DUE:** \$ \_\_\_\_\_

*\*Included in the base fee is a \$4.00 CASp Services fee (SB 1186) per state mandate. On October 11, 2017, Governor Brown signed into law AB 1379 which adds a state fee of \$4.00 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).

### RETURN APPLICATION WITH YOUR PAYMENT TO:

**CITY OF RIPON**  
 BUSINESS LICENSE DIVISION  
 259 N. WILMA AVE.  
 RIPON, CA 95366

*Please allow one to two weeks for processing and approval of your Business License Application*

| <b>OFFICE USE ONLY</b>                 |                               |
|--|-------------------------------|
| Paid: \$ _____                         |                               |
| Date: _____                            |                               |
| <input type="checkbox"/> Check # _____ | <input type="checkbox"/> Cash |
| Origination Date: _____                |                               |
| Account No.: _____                     |                               |