

City of Ripon
BUSINESS LICENSE APPLICATION

259 N. Wilma Ave., Ripon, CA 95366
Phone 209-599-2108 * Fax 209-599-2685
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)

4 Digit SIC Code # _____ (A listing of codes can be found at: osha.gov/pls/imis/sic_manual)

Provide all license numbers applicable to your business:

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

Firearms Sales? Yes No **If yes, Federal License #** _____ (Must provide a copy of FFL Card)

Massage License? Yes No **If yes, Massage Permit #** _____ (Must provide a copy of Massage Cert.)

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

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 31st the same year. For new Business License applicants, fees are not prorated; however, any completed application received after November 30th 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 2021 IS AS FOLLOWS:

Type of Business	Base Fee*
100 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)	\$111.50
110 All Contractors & Subcontractors (Non Home Occupations)	\$145.50
115 Rental income property owners or managers renting four to ten residential units	\$103.75
120 General income property owners or managers	\$113.00
125 All other types of businesses including all manufacturing businesses	\$161.75
	Additional Fee
Employees working within the City limits (excluding one owner & spouse)	\$ 11.25 per employee

PLEASE CALCULATE AMOUNT DUE FROM SCHEDULE ABOVE

Type of Business: _____ **Base Fee:** \$ _____
of Employees: _____ **@ \$11.25 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.
 The Department of Rehabilitation at www.rehab.cahwnet.gov.
 The California Commission on Disability Access at 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

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