

BUSINESS LICENSE APPLICATION



CITY OF DELANO
 1015 Eleventh Avenue
 Delano, CA 93215
 Mailing Address: P.O. BOX 3010, Delano, CA 93216-3010
 Telephone No.: (661) 721-3310 ext. 2265

BUSINESS TAX APPLICATION

- NEW
- CHANGE OF OWNERSHIP
- CHANGE OF BUSINESS ADDRESS
- CHANGE OF BUSINESS NAME
- OTHER _____

PLEASE PRINT OR TYPE

Business Name:		Telephone:	
Location Address:		Mailing Address:	
City, State and Zip:		City, State and Zip:	
Type of Business:			
Detail Activity of Business:			
Type of Ownership: _____ Individual, _____ Partnership, _____ Corporation, _____ LLC, _____ Trust			
Names of Owners, Partners, and/or Principal Officers:			
Name:		Address Phone:	
Title:		City, State and Zip:	
Name:		Address Phone:	
Title:		City, State and Zip:	
Name:		Address Phone:	
Title:		City, State and Zip:	
Provide the following where applicable:			
Seller's Permit # _____		Federal Employer ID # _____	
Social Security # _____		State License # _____	
Home Occupation Permit # _____		Drivers License # _____	
Health Dept. Permit # _____		Vehicle License # _____	
Date work is to commence: _____		Estimated Annual Gross Receipts: _____ (Delano only)	
CONTRACTORS ONLY: PROVIDE LIST OF SUB-CONTRACTOR NAMES, ADDRESSES, AND AMOUNTS TO QUALIFY FOR EXCLUSION _____ (DELANO SUB CONTRACTS ONLY).			
Delivery Method of Business License Permit: <input type="checkbox"/> By Mail <input type="checkbox"/> Pick-up			

WITHIN 30 DAYS AFTER EXPIRATION OF CURRENT TAX CERTIFICATE, A WRITTEN REPORT SHOWING ACTUAL GROSS RECEIPTS MUST BE FILLED AND AN ADJUSTED TAX PAID.

CERTIFICATION

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT I HAVE EXAMINED THIS REPORT AND THAT THE STATEMENTS MADE AND THE FIGURES SHOWN HEREIN ARE TO THE BEST OF MY KNOWLEDGE AND BELIEF A TRUE AND COMPLETE STATEMENT.

APPLICANT'S SIGNATURE: _____ **TITLE:** _____ **DATE:** _____

FOR INTERNAL USE ONLY:

Permanent ID #: _____ Business Type: A _____ B _____ C _____ D _____ V _____ SIC CODE: _____
 Bill Frequency: Annual _____ Quarterly _____ Daily _____ Exempt - (Attach explanation and proof for exempt status)
 License Exp. Date: _____ Date Issued: _____

Pending Fees:

Business License Fee/Balance: \$ _____
 Fire L&S Clearance Fee: \$ _____
 State Disability Access Fee: \$ _____
 Other Pending Fees: \$ _____

Pending Documents:

Fire L&S Inspection Report: _____
 Health Dept Permit: _____
 Sellers Permit: _____
 CAMTC Certificate: _____
 Home Occupation Permit: _____

APPROVALS:

Police Dept.: _____ Date: _____

Additional Notes: _____

FOR OFFICE USE ONLY:

Business License Fee \$ _____
 Fire Life & Safety Clearance \$ _____
 State Disability Access Fee \$ _____
Total Amount Due \$ _____

Total Paid: _____
Date Paid: _____
Intake By: _____

5.08.130 - Gross receipts. "Gross receipts" shall include the total of amounts actually received or receivable from sales and the total amounts actually received or receivable for the performance of any act or service, of whatever nature it may be, for which a charge is made or credit allowed, whether or not such act or service is done as a part of or in connection with the sale of materials, goods, wares or merchandise, included in "gross receipts" shall be all receipts, cash, credits, and property of any kind or nature, without any deduction therefrom on account of the cost of the property sold, the cost of materials used, labor or service costs, interest paid or payable, or losses or other expenses whatsoever. Excluded from "gross receipts" shall be the following:

- A. Cash discounts allowed and taken on sales;
- B. Credit allowed on property accepted as part of the purchase price and which property may later be sold;
- C. Any tax required by law to be included in or added to the purchase price and collected from the consumer or purchaser;
- D. Such part of the sale price of property returned by purchasers upon recession of the contract of sale as is refunded either in cash or by credit;
- E. Amounts collected for others where the business is acting as an agent or trustee to the extent that such amounts are paid to those for whom collected, provided the agent or trustee has furnished the collector with the names and addresses of the others and the amounts paid to them;
- F. That portion of the receipts of a general contractor which represents payments to subcontractors, provided that such subcontractors are taxed under this chapter and Chapter 5.04, and provided the general contractor furnishes the collector with the names and addresses of the subcontractors and the amounts paid each subcontractor;
- G. Receipts of refundable deposits, except that refundable deposits forfeited and taken into income of the business shall not be excluded;
- H. As to a real estate agent or broker, the sales price of real estate sold for the account of others except that portion which represents commission or other income to the agent or broker;
- I. As to a retail gasoline dealer, a portion of his receipts from the sale of motor vehicle fuels equal to the motor vehicle fuel license tax imposed by and previously paid under the provisions of Part 2 of Division 2 of the Revenue and Taxation Code of the State of California;
- J. As to a retail gasoline dealer, the special motor fuel tax imposed by Section 4041 of Title 26 of the United States Code if paid by the dealer or collected by him from the consumer or purchaser;
- K. As to a telephone company, interstate toll revenues;
- L. As to a public utility operating in the city under a franchise or franchises from the city and which makes franchise payments to the city, that portion of gross receipts used in calculating the franchise fees.

Exemptions: Some persons or businesses may be exempt from the payment of the business tax imposed by this ordinance. If you qualify as nonprofit or charitable organization or if you are the Sole owner and operator of the part time business, and either under 18 years of age, or 65 years of age or older, you should contact the Collector for additional information. Failure to file the required exemption statement will subject you to the full provisions of the ordinance. **(Delano Municipal Code 5.04.060)**



Special Notice

STATE BOARD OF EQUALIZATION

450 N STREET
SACRAMENTO, CA 95814

BOARD MEMBERS

BETTY T. YEE
First District
San Francisco

SEN. GEORGE RUNNER (Ret.)
Second District
Lancaster

MICHELLE STEEL
Third District
Rolling Hills Estates

JEROME E. HORTON
Fourth District
Los Angeles

JOHN CHIANG
State Controller

EXECUTIVE DIRECTOR
KRISTINE CAZADD

BOE WEBSITE AND
BOARD MEMBER CONTACT
INFORMATION
www.boe.ca.gov

TAXPAYER INFORMATION
SECTION
800-400-7115
TTY:711



Changes to Permit Requirements for Selling at Temporary Locations

The Board of Equalization (BOE) is now requiring business owners (taxpayers) who hold a seller's permit for a permanent place of business **and** who also make sales at temporary locations, such as swap meets, flea markets, trade or specialty shows, fairs, festivals, and similar limited-term events, to register and hold a sub-permit for each selling location.

Registration of these selling locations will ensure the local cities and counties receive the appropriate local and district taxes. Taxpayers will report the sales made at these locations when they file their sales and use tax returns.

What do I need to do if I make or will make sales at temporary locations?

You need to register for a permit for the temporary location, even if you already hold a seller's permit for a permanent place of business. To register and obtain a sub-permit, you can call our Taxpayer Information Section at 800-400-7115 or your local BOE office and state that you would like to register and obtain a sub-permit for the temporary selling location(s). For a list of BOE offices, visit our website at <http://www.boe.ca.gov/info/phone.htm>. This summer, the BOE will be offering an Internet-based registration called "eReg" that will allow businesses to register for permits and/or licenses online for most of the tax and fee programs administered by BOE. This service will also allow taxpayers who have existing seller's permits to register any future temporary selling locations online.

What do Operators of Swap Meets, Flea Markets, or Special Events need to do?

Swap meet, flea market, or special event operators are required by state law to document, in writing, the seller's permit status of all people who sell at your event. You may not rent space to sellers unless they have a seller's permit or sub-permit showing the address of the temporary selling location. For more information you can view or download Publication 111, *Operators of Swap Meets, Flea Markets, or Special Events* at <http://www.boe.ca.gov/pdf/pub111.pdf>.

Do I still complete the BOE-530-B, Combined 1% State and Local Tax Allocation For Temporary Sales Locations and Certain Auctioneers?

With this change, the BOE will no longer require the filing of BOE-530-B, *Combined 1% State and Local Tax Allocation For Temporary Sales Locations and Certain Auctioneers*. Taxpayers who currently receive this form will be notified that they will no longer receive paper returns and will now be eligible to efile their tax returns online. Efilings is the fast, easy and convenient method of filing tax returns or reports and paying amounts owed using the Internet.

What if I no longer make sales at these temporary locations?

You must notify the BOE when any of your business locations (including these selling locations registered under your account) become inactive and no longer make sales. If your seller's permit becomes revoked, a fee of \$100 dollars per active business location plus any outstanding balance of tax, penalty, and interest due, will be required to be paid to reinstate the revoked account.

For more information

For more information regarding this notice, please contact your local BOE office, or call our Taxpayer Information Section at 800-400-7115 (TTY:711). Staff is available to assist you from 8:00 a.m. to 5:00 p.m. (Pacific time), Monday through Friday, except state holidays.

DEPARTMENT OF INDUSTRIAL RELATIONS

Division of Labor Standards Enforcement

P.O. Box 420603

San Francisco, CA 94142

Tel: (415) 703-4810

Fax: (415) 703-4807



Please take a moment to review the following information which is being provided in an effort to assist you in your efforts to begin your new business enterprise:

The State of California, through statutory mandates, requires that certain businesses and/or individuals obtain a license, registration or certification through the Division of Labor Standards Enforcement (DLSE) prior to commencing business and to maintain that license in good standing:

DLSE requires licenses for:

Farm Labor Contractors

Talent Agent

Industrial Homework

o License to Employ Industrial Homeworkers

o Permit to Work as an Industrial Homeworke

Employers, supervisors and transporters of minors working in door-to-door sales

DLSE requires registration of:

Garment Manufacturers/Contractors

Car Wash and Polishing businesses

DLSE provides certification of:

Studio Teachers

DLSE collects bonds for businesses engaging in:

Fee-Related Talent Services

Finally, please note that an Entertainment Work Permit is required of all minors wishing to work in the entertainment industry and any employer wishing to employ a minor in the entertainment industry is required to complete an Application for Permission to Employ a Minor in the Entertainment Industry.

Information on the licensing requirements and downloadable application forms, instructions and other documentation required to complete your application can be accessed on the DLSE website at <http://www.dir.ca.gov/dlse/dlseLicensing.htm>. In addition, the DLSE provides a network of 18 District Offices which can provide further assistance if necessary. To find the office closest to you, please go the DLSE website at <http://www.dir.ca.gov/dlse/DistrictOffices.htm>.

**GOOD LUCK IN YOUR NEW BUSINESS !!
WE WELCOME THE OPPORTUNITY TO ASSIST YOU !!**

Julie Su
Labor Commissioner



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1015 ELEVENTH AVENUE
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DELANO, CALIFORNIA 93216-3010

(661) 721-3300
(661) 721-3317 TDD
www.cityofdelano.org

COUNCIL MEMBERS

Rubeen Pascual
MAYOR

Ricardo G. Chavez
MAYOR PRO TEM

Ruben "Ruby" Hill
Liz Morris
Grace Vallejo

CITY MANAGER
Maribel Reyna

LISTING OF OFFICES

CITY OFFICES:

Finance Department

Business Licenses
(661) 721-3310 ext. 2203
1st Floor
1015 11th Ave
Delano, CA 93215

Building Department
(661) 721-3360 ext. 2224
1015 11th Ave
Delano, CA 93215

Planning Department
(661) 721-3340 ext. 2225
1015 11th Ave
Delano, CA 93215

Engineering Department
(661) 721-3380 ext 2223
1015 11th Ave
Delano, CA 93215

Police Department
Administrative Services
(661) 721-3377
2330 High Street
Delano, CA 93215

FEDERAL
Internal Revenue Service
4825 Coffee Rd., Bakersfield
800-829-1040

COUNTY OFFICES:

Fictitious Business Name

County Clerk
1115 Truxtun Ave - 1ST Floor
Bakersfield, CA 93301
(661) 868-3588

Health Department
Health Permits
Bakersfield, CA 93301
(661) 321-3000

Fire Department
Fire Prevention Unit
(661)391-7080
Fee for Building inspection

STATE OFFICES

Employment Development Department
Disability Insurance
661-845-5500
Payroll Taxes
888-745-3886

Secretary of State
Articles of Incorporation
916-653-6814
Corporate Name and Number
916-653-6814

Franchise Tax Board
800-852-5711

OTHER:

Better Business Bureau
705 18th Street, Bakersfield
661-322-2074

STATE OFFICES

Sales Tax Number

State Board of Equalization
1800 – 30th St., Ste #150
Bakersfield, CA 93301
(661) 395-2880

Alcoholic Beverage Control
4800 Stockdale Hwy Ste 213
Bakersfield, CA 93309
(661) 395-2731

Department of Consumer Affairs
Bureau of Automotive Repair
3331 N Sillect, Bakersfield
661-335-7400

Fair Housing & Employment
1001 Tower Way, Ste 250,
Bakersfield
661-395-2729

Industrial Relations Dept.
Labor Commissioner
5555 California Ave., Ste 200
Bakersfield
661-395-2710

State Contractors License
Inquiries: 559-445-5281
Verify Number:
800-321-2752

Department of Commerce
Import-Export License
Exporting Assistance Center
213-894-8784



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SOME THINGS TO DO IN OPENING A BUSINESS

1. Within the Delano city limits, city offices should be contacted to obtain a business license. **Delano City Hall, 1015 11th Avenue, Delano, CA 93215, (661) 721-3310 ext 2203.** For businesses in the **unincorporated areas**, the **Kern County Sheriff's Department should be contacted. Kern County Sheriff's Department, 1350 Norris Road, Bakersfield, CA 93308, (661) 391-7690.**

2. Register with the **California State Board of Equalization**, which will assess the amount of sales tax your business will pay. Retailers put up a **Surety Bond for the sales tax; manufacturers pay a "use tax"**, both estimated on income for the first quarter. **The State Board of Equalization is in Bakersfield. Located at 1800 – 30th St., ste #150, Bakersfield, CA 93301, (661) 395-2880.**

3. Contact the **Internal Revenue Service (IRS)**, so that a **tax and employer I.D. number** can be assigned to the business. IRS will provide a withholding schedule if you have employees. Toll Free Phone Number – 1-800-829-3676.

4. If you will have employees you must also obtain a State I.D. number and withholding schedule at the **Employment Development Department (EDD), located at 1816 Cecil Ave. (661) 721-3400.**

5. If your business has employees you are required to carry **Worker's Compensation Insurance.** Your insurance broker may be able to handle this or contact: **State Compensation Insurance Fund, 9801 Camino Media, Bakersfield, CA (661) 664-4000.**

6. If construction is involved, including remodeling, local zoning ordinances should be checked by contacting City and County offices. A building permit, or other permits and zoning validation may be required. **Delano Planning Department, 1009 11th Ave., Delano, CA 93215, (661) 721-3340 ext 2225.**



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7. **Kern County Department of Planning and Building, 2700 M Street, Ste 100, (661) 861-2615.**

8. **Many types of businesses are regulated by the Consumer Affair Department, Sacramento, CA. (916) 445-1254.**

9. **If a name has been invented for the business, this "fictitious name" must be recorded with the County Clerk's office, 1115 Truxtun Ave, Bakersfield, CA 93301, (661) 868-3585.**

10. **Some business ventures (restaurants, for example) may require special permits from the Health Dept., (661) 862-8700, Fire Dept., (661) 725-1000, Law Enforcement, Police Dept., (661) 721-3377, ABC-4800 Stockdale Hwy., Ste #213, Bakersfield, CA 93309, (661)395-2731 or other specialized authorities.**

SOURCES OF HELP:

- a. An **accountant** should be consulted for setting up a good bookkeeping system.
 - b. An **attorney** may be required to cope with legal complications, which arise for a new company.
 - c. An **insurance company or broker** will advise you on the types and amounts of insurance coverage the business should have
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11. **If you need more information on wages, hours and conditions of work, call: Department of Industrial Relations – Division of Labor Standards Enforcement – 5555 California Ave., Ste 200 – Bakersfield, CA (661)395-2710.**
