



CITY OF CLAREMONT
207 Harvard Avenue, P.O. Box 880 • Claremont, CA 91711-0880
Phone: (909) 399-5398 Fax: (909) 399-5366

**MESSAGE ESTABLISHMENT
BUSINESS TAX APPLICATION**

Please Check One

- ☐ New Application
☐ Change of Owner
☐ Change of Responsible Party
☐ Change of Address
☐ Change of Business Name
☐ Home Occupation

BUSINESS DATA		- MANDATORY -	
Business Name/DBA _____		Are you a business that is a regulated industry with stormwater discharge requirements in accordance with Senate Bill 205 National Pollutant Discharge Elimination System (NPDES) permit program? ☐ YES ☐ NO If YES, please provide the Standard Industrial Class Code (SIC #) and Permit # below. SIC # _____ NPDES (WDID) Permit # _____	
Corporate Name _____ (if applicable)			
Business Location _____ (List address where each individual consents to receive service of process per AB 2184, Sec 16000.1(a)(2) and 16100.1(a)(2))			
City _____ State _____ Zip _____			
Mailing Address _____ (If different from the service of process address/business address)		Website _____	
City _____ State _____ Zip _____		Email Address _____	
Public Phone No. _____ Fax No. _____			
Bus. Start Date	Description of Business		
Ownership ☐ Corporation ☐ Corp-Ltd Liability ☐ Partnership ☐ Sole Proprietor ☐ Trust			
Resale No. _____		Federal ID No. _____	
State License No. _____		State ID No. _____	
State Lic. Type _____		Expire Date _____	
NAMES OF OWNERS, PARTNERS, CORPORATE OFFICERS, OPERATORS, MANAGERS & RESPONSIBLE PARTY(S)			
It is mandatory that the business's Responsible Party(s) are identified below (use check boxes as applicable). <u>Responsible Party</u> is defined as: Owner, Operator, Manager (pursuant to CMC 5.36) shall act as the representative and agent responsible for maintaining file copies or other evidence of the certificates or permits held by the persons who are providing massage services at the business. A list of persons providing massage services and all other persons employed by the business shall be made available by the Responsible Party(s), for inspection by representatives of the City at any time during business hours.			
Name _____ Title _____ ☐ Responsible Party			
Address _____			
Home Phone No. _____		Cell/Pager No. _____	
Social Security No / Driver License No / or Other ID _____			
Name _____ Title _____ ☐ Responsible Party			
Address _____			
Home Phone No. _____		Cell/Pager No. _____	
Social Security No / Driver License No / or Other ID _____			
Name _____ Title _____ ☐ Responsible Party			
Address _____			
Home Phone No. _____		Cell/Pager No. _____	
Social Security No / Driver License No / or Other ID _____			
☐ CHECK IF ATTACHING ADDITIONAL SHEETS			

CALCULATE FEE (NON REFUNDABLE)	
Estimated Gross Receipts for the first 12 months of operation:	
\$ _____	
Fill in applicable boxes:	
No. of Employees	_____
No. or Vehicles or Game Machines	_____
License Fee	\$ _____
Home Occupation or Business Permit Fee	\$ _____
Other Fee	\$ _____
State CASp Fee	\$ 4.00
Technology Fee	\$ 4.05
TOTAL AMOUNT DUE (Subject to Audit)	\$ _____
FEE MUST ACCOMPANY APPLICATION CHECKS PAYABLE TO CITY OF CLAREMONT	
VALIDATION	



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MESSAGE ESTABLISHMENT
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Effective July 1, 2026

IN CASE OF EMERGENCY, PLEASE CONTACT (ATTACH ADDITIONAL SHEET, IF NECESSARY)

Contact Name _____ Phone No. _____
Address _____ Cell/Pager No. _____

BUSINESS TAX SCHEDULE

TYPE OF BUSINESSES AND FEES DUE BASED ON GROSS RECEIPTS

RETAIL BUSINESS - any person engaged in the business of selling goods, wares or other merchandise to consumers or users thereof. Examples of such businesses include but are not limited to: apparel store, rental of residential real estate, restaurant, printer, or any similar business.

\$156.09 Gross Receipts 0 - \$5,000 plus \$0.41 per \$1,000 in excess of \$5,000

SERVICES - includes the business of providing, maintaining or performing labor for the benefit of another within the City; supplying some general demand for the benefit of another within the City which does not produce a tangible commodity; or furnishing of services and all activities in which any person, for any other person, performs any personal services. Examples of such businesses include but are not limited to: barber or beauty shop, gardener, massage therapist, postal center, or any similar business.

\$156.09 Gross Receipts 0 - \$5,000 plus \$1.00 per \$1,000 in excess of \$5,000

PROFESSIONAL - includes the body of qualified persons in an occupation or field that requires specialized study. Examples of such businesses include but are not limited to: Accountant, Attorney, Broker, Consultant, Engineer, Physician, or any similar business.

\$156.09 Gross Receipts 0 - \$5,000 plus \$1.10 per \$1,000 in excess of \$5,000. Maximum of \$472.16 for one Professional, plus \$150 for each additional professional in excess of one

ASSISTED LIVING/COMMUNITY CARE FACILITIES

\$156.09 Flat Rate plus \$23.00 per Bed or Resident

SUMMARY OF CMC 5.36, MESSAGE ESTABLISHMENTS AND MESSAGE TECHNICIANS

The owner/operator or manager is responsible for the knowledge of and compliance with the Claremont Municipal Code Chapter 5.36 and Chapter 16.099, which shall be referenced at: <http://www.claremontca.gov/municipal-code>.

- No operator/owner or manager shall employ any person as a massage technician who does not have a valid certification from the California Massage Therapy Council (CAMTC) and a City of Claremont Business License.
- The owner/operator or manager of the Massage Establishment shall maintain a register of all persons employed as a massage technician and their California Massage Therapy Council Certification numbers, along with all receptionists, or other employees of the massage establishment. Such register shall be provided to the City upon application of a massage establishment license and business license, and shall be updated when an employee, massage technician, or independent contractor is added or discontinues service at the massage establishment. The register shall also be made available for inspection by representatives of the City at any time during the massage establishment's business hours.

FEDERAL AND STATE LAW 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.ccda.ca.gov

PLEASE READ, SIGN AND DATE

I declare, under penalty of perjury under the laws of the State of California, that the information provided on this application is true and correct.

Signature of Owner _____
Print Name _____
Title _____
Date _____

SUBMIT APPLICATION & FEE TO: 207 HARVARD AVE., P.O. BOX 880, CLAREMONT, CA 91711-0880 • CHECKS PAYABLE TO CITY OF CLAREMONT

PLEASE KEEP NOTICE FOR YOUR RECORDS

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
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

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.

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.

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.

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.

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/cpcfa/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.

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.