



CITY OF
RIDGECREST
Business License Application
100 W California Ave, Ridgecrest, CA 93555
<https://www.ridgecrest-ca.gov/BL>

CITY USE ONLY

☐ Home Occ ☐ Inside ☐ Outside
License # _____
Paid on _____
License Fee _____

PLEASE CHECK ONE **NEW APPLICATION** **CHANGE OF ADDRESS** **CHANGE OF BUSINESS NAME**

BUSINESS NAME _____		VETERAN NONPROFIT	PHONE NUMBER _____
CORPORATE NAME _____ (IF APPLICABLE)			EMAIL ADDRESS _____
BUSINESS LOCATION _____ (NO PO BOX)			SELLERS PERMIT _____
CITY _____ STATE _____ ZIP _____			FEDERAL TAX ID _____
MAILING ADDRESS _____ (IF DIFFERENT)			STATE TAX ID _____
CITY _____ STATE _____ ZIP _____			NAICS CODE _____ (REQUIRED)
OWNERSHIP: ☐ SOLE PROPRIETORSHIP ☐ PARTNERSHIP ☐ CORP/LLC ☐ OTHER _____			

START DATE IN RIDGECREST	BUSINESS DESCRIPTION
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CONTRACTOR ONLY: **LIC TYPE** _____ **CONTRACTOR LIC NO** _____ **EXPIRATION DATE** _____

ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS (ATTACH ADDITIONAL SHEET IF NECESSARY)

1. OWNER NAME _____	TITLE _____	PHONE _____
HOME ADDRESS _____ (NO PO BOX)	CITY _____ STATE _____ ZIP _____	SSN# _____ DL# _____
2. OWNER NAME _____	TITLE _____	PHONE _____
HOME ADDRESS _____ (NO PO BOX)	CITY _____ STATE _____ ZIP _____	SSN# _____ DL# _____

BUSINESS TAX APPLICATION FEE

_____ NO. OF EMPLOYEES	_____ NO. OF ADVERTISING STRUCTURES	_____ NO. OF RENTAL UNITS
_____ NO. OF TABLES/ALLEYS	_____ NO. OF AMUSEMENT/VENDING	_____ NO. OF VEHICLES

EMERGENCY CONTACT

NAME _____	TITLE _____	ADDRESS _____	PHONE NUMBER _____
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_____(Initial). All annual business licenses expire on December 31st. It is the responsibility of the business owner to renew the business license whether a renewal notice is received or not.

_____(Initial). It is the responsibility of the business owner to inform the City of Ridgecrest in writing of any changes affecting your business license. For example, new location or mailing address, change of phone number, ownership, partnerships, number of employees, etc.

_____(Initial). It is the responsibility of the business owner to inform the City of Ridgecrest in writing of business closure or of business no longer operating or advertising in the City of Ridgecrest.

_____(Initial). Failure to inform the City of Ridgecrest about changes in your business could result in penalties.

_____(Initial). Incomplete or illegible applications will be returned or held up until clarification can be obtained.

I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS CONTAINED HEREIN ARE CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I AM AN AUTHORIZED REPRESENTATIVE OF THE ABOVE REFERENCED BUSINESS AND I HAVE READ AND UNDERSTAND WHAT IS CONTAINED HEREIN.

_____ Signature	_____ Title	_____ Date
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CALCULATION TOTAL OF FEES & TAX DUE OFFICE USE ONLY

BASE LICENSE FEE	\$ _____
ADDITIONAL FEE	\$ _____
PROCESSING FEE	\$ 25.00
SB1186 FEE (STATE MANDATED)	\$ 4.00
TOTAL AMOUNT DUE	\$ _____

BUSINESS LICENSE TAX INFORMATION

The City of Ridgecrest acts as a registry for your business. The City of Ridgecrest does not regulate your business. Any problems with a business need to be reported to California Better Business Bureau (661) 322-2074.

Business license prices are prorated per quarter. See chart below for the current price. All other fees (such as additional employees, tables, badges, processing fee) are full price throughout the year.

FEE SCHEDULE			
Original Base Cost of License	2 nd Quarter Apr-Jun	3 rd Quarter Jul-Sep	4 th Quarter Oct-Dec
\$631.00	\$473.25	\$315.50	\$157.75
\$579.00	\$434.25	\$289.50	\$144.75
\$236.00	\$177.00	\$118.00	\$59.00
\$124.00	\$93.00	\$62.00	\$31.00
\$119.00	\$89.25	\$59.50	\$29.75
\$100.00	\$75.00	\$50.00	\$25.00
\$89.00	\$66.75	\$44.50	\$22.25

ADDITIONAL INFORMATION

FEDERAL TAX ID NUMBER (EIN) (Federal Agency) – Do I Need One? Any business offering products or services that are taxed in any way must get a Federal Tax ID number. If you are required to collect sales taxes on your sales, you need a Federal Tax ID number. If your business has employees and/or pays any kind of taxes you need a Federal Tax ID number. When in doubt get one.

How Do I Get Help or Obtain One?

Internet: <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>

Mail: None available. Use website or call for further assistance.

Phone: (661) 328-4399

CALIFORNIA SELLER'S PERMIT (State Agency) – Do I Need One? If your business needs a Seller's Permit, you must obtain one before you can acquire a business license. You need a California Seller's Permit if you sell or lease merchandise, vehicles or other tangible personal property in California.

Phone: (661) 395-2880 or (800) 400-7115

Internet: <https://www.cdtfa.ca.gov/services/#Register-Renewals>

Mail: California Department of Tax and Fee Administration
1800 30th St., Suite 380, Bakersfield, CA 93302

FICTITIOUS NAME STATEMENT (DBA) (County Agency) – Do I Need One? If you use any name other than your legal name you must file for a DBA (or Fictitious Name). For example: Your name is Jane Doe. You advertise and work under the name Can-Doe Consulting. You must file for a DBA. If your business is a LLC, Corporation, Sole Proprietors, General and Limited Partnerships, and Non-Profits you must file for a DBA. DBAs expire five years from the date filed in the County Clerk's office.

Internet: <http://www.kerncountyclerk.com/en/dba/FBN-Instructions.aspx>

Phone: 661-868-3743

Mail: County Clerk of Kern County
1115 Truxtun Ave, First Floor
Bakersfield, CA 93301-4639

HOME OCCUPATION PERMIT (City Agency) – Do I Need One? If you live within the City of Ridgecrest and intend to operate a business from your home, a Home Occupation Permit is required. The permit is processed as part of your Business License application and is included in the Business License fee under additional fees. The fee is \$83.00.

Phone: 760-499-5072 (Community Development)

Address: City of Ridgecrest
Community Development
100 W. California Ave.
Ridgecrest, CA 93555