



2026 General Business License Application

(For businesses located within City limits)

850 S. Madera Ave., Kerman, CA 93630 Office:

(559) 550-0829 Fax: (559) 846-6199

www.cityofkerman.gov

Checklist Items

To be completed in the following order

- ☐ Planning Operational Statement – pg. 2
- ☐ Floor Plan – pg. 3
- ☐ Business License Application – pg. 4-5
- ☐ Driver's License (front only) – Attachment
- ☐ North Central Fire Protection District #55 Clearance – pg. 6-7
- ☐ Building Division Walkthrough Form – pg. 8
- ☐ Finance Utility Application – pg. 11-15
- ☐ Fresno County Environmental Health Clearance (if applicable) - Attachment
- ☐ Relevant California Department of Consumer Affairs License (if applicable) – Attachment

Other _____

Business Name: _____ **Business Address:** _____

*Must be a City of Kerman address.

For City Use Only

APPLICATION RECEIVED BY: _____ DATE: _____

Notes:



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Operational Statement

1. What is the zoning for the business location?

☐ COMMERCIAL ☐ INDUSTRIAL ☐ RESIDENTIAL

☐ OTHER _____

**Some uses may require additional planning entitlements, i.e., site plan review, conditional use permit*

2. Will there be any interior/exterior renovations or tenant improvements to the site/building?

☐ YES ☐ NO **Some renovations or tenant improvements require a building permit*

3. The business use is a(n): ☐ EXISTING ☐ EXPANSION ☐ NEW use on the site? **Expansions or new business uses may be subject to additional planning entitlements*

4. Does the business entail any of the following: working with children/elderly, selling tobacco or vaping products, selling alcohol, food preparation, storage of combustible material, selling firearms, a massage establishment, medical waste, or recycling? ☐ YES ☐ NO

If yes, please describe: _____

5. Will the business be utilizing or installing new on-building or monumental signage? ☐ YES

☐ NO **new or replacement of signage requires a sign review permit*

6. Hours of Operation: ____ to ____ Days: M T W T F S

Number of employees (including self): _____

Describe items being sold and/or services to be provided (in detail):



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FEES & NOTICES

- I. Submittal and payment of an application does not constitute a business license. If the application is approved, subject to conditions, an additional fee will apply for the business license.
- II. Pursuant to Kerman Municipal Code Section 5.04.060, business license fees are not prorated or refundable.
- III. Per the State of California (SB 1186), a fee will apply to each license.

BUSINESS INFORMATION

Name _____

Site Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Telephone No. () _____ Fax No. () _____

Email: _____

Contractor's License No. _____ Expiration Date _____

Other License _____ Expiration Date _____

Business Operates with (check one) ☐ Sole/No employees ☐ 1-5 employees ☐ 6-10 employees ☐ 11 or more

Type of Ownership (check one) ☐ Sole ☐ Partnership ☐ Corporation No. _____

State ID No. _____ Federal ID No. _____

State Board of Equalization No. (Resale Permit): _____

Describe the business: _____

PROPERTY OWNER INFORMATION

Name _____

Home Address/PO Box* _____ City _____ State _____ Zip _____

Telephone No. () _____ Cell Phone No. () _____

E-Mail _____

BUSINESS OWNER INFORMATION

Name _____

Home Address/PO Box* _____ City _____ State _____ Zip _____

Telephone No. () _____ Cell Phone No. () _____

Driver License #/Identification # _____ State _____ Expiration Date _____

Taxpayer Identification Number _____

SSN/Municipal Identification Number _____ Date of Birth _____

E-Mail _____



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NAME OF CORPORATE OFFICERS OR PARTNERS

Name _____ Title _____

Home Address _____

Phone: () _____ Alternate Phone () _____

E-Mail Address _____

ACKNOWLEDGEMENT AND ACCEPTANCE OF APPROVAL

I acknowledge that payment of a license fee required by **KMC 5.040.050**, and its acceptance by the City, and its issuance, does not entitle the holder thereof to carry on any business in a manner or at a location or premises which is otherwise prohibited by any other ordinance of the city, or any other statute or enactment.

Initial

I further acknowledge that issuing a business license does not exempt me from the requirements or regulations of any other applicable City, County, or State laws.

Initial

Print Name

Signature

*Business owner or an authorized agent must sign.

Fee Schedule	
Application Fee	\$165
Annual Fee (based on number of employees)	
Sole/No employees	\$69.98 + \$4 state fee
1 to 5 employees	\$104.12 + \$4 state fee
6 to 10 employees	\$139.96 + \$4 state fee
11 or more employees	\$174.10 + \$4 state fee

RETURN APPLICATION BY MAIL OR IN PERSON TO: City of Kerman – Community Development

Department: 850 South Madera Avenue, Kerman, CA 93630

SCAN AND RETURN THE APPLICATION BY E-MAIL TO: buildingonline@cityofkerman.org

BUSINESS LICENSE ASSISTANCE: (559) 550-0829



NORTH CENTRAL FIRE PROTECTION DISTRICT

New Business / Other Inspection Request Form – Process

A New Business Inspection must be completed by the North Central Fire Protection District in order to obtain a Business license from the City of Kerman. The following steps explain the process.

1. You should have received a NCFPD New Business Inspection Request form in the New Business License packet from the City of Kerman.
2. Fill out the **New Business / Other Inspection Request form (DFP-024)**. The application must be filled out in full. If any information is not provided the application will be rejected until complete.
3. Once completed you can email the form to FireInspection@NorthCentralFire.org or hand deliver the inspection request to the NCFPD Administration office located at 15850 W. Kearney Blvd. Kerman CA 93630. Office hours are Monday - Friday 7:00am to 3:30pm.
4. Once the inspection request is received by the NCFPD an invoice will be created. This invoice will then be emailed back to you and must be paid before an inspection can take place. Payment options are CASH (exact amount only), CHECK OR MONEY ORDER. Please make checks payable to North Central Fire District. CREDIT OR DEBIT CARDS WILL **NOT** BE ACCEPTED. Payment can be mailed to:
North Central Fire Protection District
Attn: Fire Prevention – New Business
15850 W. Kearney Blvd
Kerman CA 93630
5. Once the invoice is paid you will be contacted via email to schedule an inspection date and time. Inspection take place in two blocks of time. The AM block is 8:00am-12:00pm. The PM block is 1:00pm-4:00pm. The applicant must be present for the inspection. This allows for an uninterrupted flow of information between the Fire Inspector and the applicant.
6. A checklist has also been provided as a general guideline of items an inspector will be looking for while doing the inspection. Please note additional items may be required depending on your business. These additional items will be discussed during your inspection if needed.
7. Once the inspection is complete the Fire Inspector will sign the bottom of the form indicating your business space has been reviewed & approved by Fire. This signature is what you will need to show the City of Kerman proving you have Fire Clearance.
8. Questions or checking the status of your request shall be communicated via email only at FireInspection@NorthCentralFire.org Phone calls will NOT be accepted.



**North Central Fire Protection District
New Business / Other Inspection
Request Form
(This form must be completed)**

Date Received (Stamp) _____

Business Name: _____

Business Use: _____ *Business Square Footage:* _____

Business Street Address: _____

Building Previous Use: _____

Additional Information: _____

Customer / Applicant Information

Applicant Name: _____ *Phone:* _____

Email Address: _____

Business Billing Address with zip code: _____

Customer Signature: _____ *Date:* _____

Fire Official Signature: _____ *Date:* _____

FOR OFFICIAL USE ONLY					
DATE RECEIVED:		DATE OF INSPECTION:		DATE PAID:	
DATE PROCESSED:		BUS. ASSIGNED TO SHIFT:		AMOUNT PAID:	
ENTERED IN ER:		FM55 APPROVED:		COMPLETED / FILE:	



CITY OF KERMAN

Building Division

Business Walkthrough Inspection Checklist

This is a general list of items the City of Kerman Building Division looks for during their Business License Walkthrough Inspections:

- There shall be no holes or open areas permitted in walls, ceilings, floors, or ceiling tiles. In addition, ceiling tiles must be in place as designed.
- GFCI receptacles are required in all bathrooms and within 6ft. of any sink or water source.
- All electrical outlets and panels must have cover plates and all knock-outs must be covered (no tape) and no exposed wiring is permitted.
- The area in front of the electrical panel (breaker box) must always remain clear.
- Exit signs must be installed over rear doors that exit directly to the exterior of the building (illuminated signs are not required unless your type of business requires them). Exit doors and paths must be kept clear at all times. Doubled-keyed cylinder locks cannot be used for required exit doors.
- There may be additional requirements if your business is considered a place of assembly (50 or more person occupancy). In such cases, the Building Division will determine these requirements.

ANY NEW CONSTRUCTION OR REMODELING MAY REQUIRE A SEPARATE BUILDING PERMIT; CONTACT THE BUILDING DIVISION AT (559) 550-0829 OR BY EMAIL AT buildingonline@cityofkerman.gov.

Address:	
Inspector:	
Initial Inspection Date:	
Passed Inspection Date:	
Notes:	



City of Kerman

Community Development Department Signage Handout for new and existing businesses

“Don’t Sign Away Your Business”

The City of Kerman aims to build strong business relationships and attract more customers to our local stores. To achieve these goals, it is essential for businesses to comply with the City’s Sign Ordinance, including removing any signs that are not permitted.

Grand Opening Signage for New Businesses

No more than 30 Days. An application is required.



Prohibited Signs (Including but not limited to):

1. Advertising devices such as balloons, streamers, banners, and feather flags.
2. Blinking/flashing signs
3. Sign on/in parked vehicles
4. Signs placed on utility poles
5. Signs placed in landscape areas or public right-of-way
6. No handbills (flyers) may be passed out in residential, business areas, or placed on vehicles
7. Portable signs, such as an A-frame. Signs must be approved by the permit application process.

For more information on sign standards for your zoning area, please contact the Planning Division at (559) 550-0835 or by email at mcampos@cityofkerman.gov.

Please visit our website at www.cityofkerman.gov to view the full sign code (Kerman Municipal Code 17.30) and download the required applications.

Other Business License Resources

	Register a Fictitious Business Name - If you create a business with a name other than your own, you are required to register the "Fictitious Business Name" with the Fresno County Clerk's Office.	Fresno County Clerk's Office 2221 Kern St. Fresno, CA 93721 559-600-5956 fresnocountyca.gov
	Sales Tax/Resale Permit – Required for businesses selling products.	State Board of Equalization (800) 400-7115, www.boe.ca.gov
	Employer Identification Number (EIN) - Required for all businesses.	Internal Revenue Services (800) 829-4933, www.irs.gov
	State Tax ID# - Required for all businesses.	Employment Development Dept. (888) 745-3886, www.edd.ca.gov
Business Development Resource		
	Public/Private nonprofit Organization - Serve local companies by providing assistance with expansion plans, programs to help retain business and advocating for policies that enhance the region's economic competitiveness.	Fresno County EDC 1060 Fulton St 4th floor Fresno, CA 93721 (559)476-2500 www.fresnoedc.com
	Business Membership Organization - Represent all segments of the business community and support the success of the business community.	Kerman Chamber of Commerce 873 S Madera Ave Kerman, CA (559) 846-6343



CHECKLIST FOR UTILITY APPLICATIONS:

PROPERTY OWNER:

- Complete Utility Application
- Copy of a photo ID
- Proof of Ownership
 - Such as escrow, loan, insurance documents, etc.

TENANT:

- Complete Utility Application
- Copy of a photo ID
- Rental Agreement or attached Rental Agreement Certification
 - Copy of property owner's ID if Rental Agreement Certification is completed
- \$300 deposit for Residential accounts (Commercial accounts are subject to change. Please contact Ulysa Leon at (559) 550-0745 for further information).
- Acceptable payments are:
 - Check/Money Order
 - Online Payment (Visa or Mastercard only, service charge of \$5)

PLEASE NOTE:

The City of Kerman will reject any Applications if any of these documents are missing. Services will remain off until a complete application is submitted.

These documents can be turned in at City Hall, left in an envelope in the drop box located outside of City Hall, or emailed to Finance@cityofkerman.org

If you have any questions, please contact our office at (559) 550-2900.



City of Kerman
Application for Utility Services

City of Kerman
850 S. Madera Ave
Kerman, CA 93630
(559) 550-2900
(559) 846-6199-Fax

☐ Owner

☐ Tenant

Service Start Date _____

Customer Name (1) _____ Customer Name (2) _____

Business Name _____

SSN (1) _____ SSN (2) _____

ID Number (1) _____ ID Number (2) _____

Date of Birth (1) _____ Date of Birth (2) _____

Phone Number (1) _____ Phone Number (2) _____

Mobile Number (1) _____ Mobile Phone (2) _____

Email _____ Email _____

Employer Name (1) _____ Employer Name (2) _____

Employer Number (1) _____ Employer Number (2) _____

Service Address _____

Mailing Address _____ City/St/Zip _____

Emergency Contact _____ Phone Number _____

I would like to enroll my Utility Account in automatic payments. Please provide me with more information. YES NO

Property Owners Name _____
Address: _____ Phone Number _____
City/St/Zip _____ Phone Number _____

****For New Construction Only**** (Please Initial)

I understand that the billing will begin on the date that the residence passes final inspection and it will be my responsibility to pay the invoice. The initial billed amount will be pro-rated for any days remaining in the current billing cycle.

Signature (1)

Signature (2)

CITY OF Kerman OFFICE USE ONLY:

Received By: _____
Date Initial

Has Bins ☐ Water On ☐

New Account in Sprbrk: _____
Date Initial

Account # _____

Deposit Amount Deposit TR from Acct # Receipt No.

Date Initial

Water Sewer Solid Waste

Storm Drain Street Sweep

Meter Size Water Code Fixed Flow

Sub-Division (Tract #)

Parcel # (Lot #)

Tax Lot (APN#)

Solid Waste Carts:

Faxed to Mid Valley:

TR RC GW

Date Initial

City of Kerman

Conditions of Utility Service

Revised April 2023

All Utility Customers:

Utility Services provided by the City of Kerman are subject to the policies set forth in the Kerman Municipal Ordinance (KMO). Rates are set forth by Resolution adopted by the City Council of the City of Kerman or policies for operation and collection are set forth by administrative policies set by the City Manager. Theft of utilities is set forth in the KMO & Government Code of the State of California.

Responsibility for the costs of utility services provided remains with the customer, however, delinquent utilities charges may be levied as a lien against the property for non-payment. New utility services of any type will not be re-established to a property, which has any delinquent utility charges.

Before, utility services can be established each customer must first file a signed Application for Utility Services with the City.

- **Residential**

1. Rental Agreement or Proof of Ownership.
2. A Valid Occupancy Permit.
3. Signature of resident and/or property owner regarding responsibility for service charges.
4. Proper cross-connection protection per city ordinance.
5. Installation and access to a lockable water service valve at the point of connection to the City's water distribution system.
6. An approved water meter installation in cases of new construction or transfer of property.
7. Credit established:
 - A) All tenants and/or property owners with a bad credit history shall deposit in the amount equal to the estimated amount of 2 months utility services.
 - B) If the applicant is the property owner and there is no previous bad credit history for utilities credit can be determined established.

Services are also subject to state and local rules and regulations for Health and Safety including but not limited to:

- **Commercial/Industrial**

1. A valid Occupancy Permit.
2. Signature of property owner or tenant regarding responsibility for service charges.
3. Proper cross-connection protection per city ordinance.
4. An approved water meter installation (Mandatory on all new commercial or industrial Accounts)
5. Reasonable access and water service lockable stop valve at the point of connection to the City's water distribution system.
6. A valid Business License (In the case of a commercial industrial use).
7. A copy of any other required permits or licenses required by other governmental agencies having jurisdiction of the operation and establishment over said commercial or industrial use.
8. Any other requirements or regulations for operation as set forth in the list of conditions of the industries Conditional Use Permit. (This may include limits to wastewater discharge, air pollution and or other environmental concerns.)

Out of Jurisdiction Utility Customers

All out of jurisdiction utility customers are subject to the same conditions of service as customers within the City of Kerman's jurisdiction plus the following additional requirements:

- Rates are subject to the City of Kerman's rate for out of jurisdiction customers as set by Resolution (**Currently 1.20 times a service unit**).
- **West Date Service Area** customers must pay a surcharge of up to \$5.00 per month to cover the City's cost of flushing the West Date Service Area Water Mains.
- Applicants must provide copies of County permits verifying occupancy, destruction or positive disconnection from any wells or septic systems as appropriate.
- Agreement to annex within one year if requested by the City of Kerman.
- Payment of all Development Impact Fees relating to the service being requested.
- A further understanding and hold harmless that in the case of water supply or sewer capacity shortages, customers outside of the City of Kerman's jurisdiction will be the first to be cut back or curtailed.

It is understood and agreed by both the undersigned owner and occupant to all the terms and conditions listed above. It is also understood the City of Kerman will be held harmless for termination of services due system to the breach of these conditions by the applicant. It is further understood and agreed the City of Kerman will take all necessary actions in accordance with the KMO, Government Code and Health and Safety Code and other applicable law to enforce these conditions including costs of necessary enforcement.

TENANT ☐ PROPERTY OWNER ☐

Signature

Print Name

Date

*******ONLY PROPERTY OWNERS ARE ELIGIBLE TO COSIGN FOR A TENANT, AND MUST BE ABLE TO PROVIDE PROOF OF OWNERSHIP, IF NECESSARY. COSIGNERS WILL BE HELD LIABLE FOR ALL UNPAID BALANCE LEFT BY THE TENANT*******

I agree to the terms listed above ☐

Signature

Print Name

Date



RENTAL CERTIFICATION

FOR TENANTS WHO DO NOT HAVE A RENTAL AGREEMENT ONLY

Print Name (Landlord / Lessor): _____

Print Name (Tenant / Lessee): _____

Move In Date: _____

Both parties hereby acknowledge and understand the following:

1. The landlord/lessor will be held responsible for any services provided prior to the move in date listed above.
2. The tenant/lessee will be held responsible for any services provided after the move in date listed above.

Signature
(Landlord / Lessor)

Signature
(Tenant / Lessee)