



Business License Application

City Of Reedley

845 G Street, Reedley, CA 93654

businesslicense@reedley.ca.gov

(559) 637-4200 Ext.513

Effective Date: _____

Business Name: _____

(Certificate can accommodate up to 30 characters MAX)

(DBA): _____

Business Address: _____

Street

Suite / Apt #

City

State

Zip

Mailing Address: _____

Street

Suite / Apt #

City

State

Zip

Contact Name: _____ Phone Number: _____

Email Address: _____

Description of Business: _____

Does your building have: Fire Sprinklers - Yes / No Fire Alarm - Yes / No

NOT PUBLIC INFORMATION

Owner's Name: _____

Address: _____

Phone Number: _____ Driver's License/Other ID: _____

Tax Information:

Sole Ownership: ☐ Partnership: ☐ Corporation: ☐ LLC: ☐ Non-Profit/Exempt: ☐

Fed Tax ID / EIN: _____ Seller's Permit: _____

Contractor's License #: _____ Expiration: _____

Signature: _____ Date: _____

I certify the above information to be true and correct to the best of my knowledge. I understand that it is my responsibility to be in compliance with the requirements of the City of Reedley and any other governmental agencies affecting the operation of this business. I understand that an approved business license must be in effect prior to conducting business inside The City of Reedley.

OFFICE USE ONLY

Outside City Limits Approved by: _____ Date: _____

Zoning / HOP / License Verified by: _____ Date: _____

Police / Fire Dept. Code Verified by: _____ Date: _____

Application Type: _____ Fees Paid: _____

Thank you for your interest in starting your business in the City of Reedley!

ALL CONTRACTORS OR HOME-BASED BUSINESS INSIDE THE CITY LIMITS

Please contact the Community Development Department for Zoning and Building Permit requirements prior to submitting your Business License Application.

Turn in completed application to the Building Division at:

- 1733 9th Street, Reedley, CA 93654
- Building Division: (559) 637- 4200 Ext. 225
- Planning/Zoning: (559) 637- 4200 Ext. 222 or 202

ALL OTHER BUSINESSES INSIDE OR OUTSIDE THE CITY LIMITS

Submit completed application along with the documents to the Administrative Services Department at:

- 845 G St, Reedley, CA 93654 or Call (559) 637- 4200 Ext. 513

No license shall be issued until the applicant has completed all provisions of the Building Code, the Fire Prevention Code, the Zoning Ordinance, Reedley Police Department, and Fresno County Health and Environmental Department if applicable.

DOCUMENTATION LIST

(PLEASE ATTACH COPIES WITH YOUR APPLICATION)

CONTRACTORS / SOLE OWNERSHIP / PARTNERSHIP / LLC

1. Copy of Driver's License or other California ID – For Partnership, provide IDs of all partners
2. Seller's Permit (if applicable) - Address on the Seller's Permit must match the location of the business. To obtain this permit, visit www.cdtfa.ca.gov or call 1-800-400-7115

NON-PROFIT ORGANIZATION

1. Proof of Non-Profit Status: Letter from IRS 501C(3)

ITINERANT OR MOBILE FOOD VENDORS

* An itinerant vendor is a vendor who travels from one place to another selling goods.

1. Driver's License or other California ID – (Valid Driver's license is required if driving a vehicle)
2. Seller's Permit (if applicable)
3. Vehicle Inspection by the Reedley Police Department (Required for street legal vehicles only)
4. Copy of current Annual Fresno County Food Facility Inspection Report and Health Sticker
5. Public Liability Insurance of \$1,000,000 naming the City of Reedley as "additional insured."

DOOR-TO-DOOR SOLICITING

City of Reedley Business License is required - Contact Reedley Police Department for door-to-door requirements at (559) 637-4250.

Business License Fees

- | | |
|--|-----------|
| 1. Application Fee: | \$ 100.00 |
| 2. Quarterly License Tax Fee: (Select one amount from the Options below based upon your Business Effective Date) | \$ _____ |
| • July – Sept, Add | \$75.00 |
| • Oct. - Dec, Add | \$56.25 |
| • Jan- March, Add | \$37.50 |
| • April – June, Add | \$18.75 |
| • Non-Profit Fee Exempt | \$ 0.00 |
| 3. Processing/Renewal Fee: | \$ 25.00 |
| 4. Senate Bill (SB) 1186 Fee (Subject to Change): | \$ 4.00 |

Total Due: (Add 1-4 for your total) \$ _____

Other Fees (If Applicable):

- | | |
|--|----------|
| 5. Change of location | \$ 25.00 |
| 6. Additional Lawn Care Decals | \$ 10.00 |
| 7. Additional Mobile Food Vendor Decal | \$ 40.00 |

Renewal Process: All licenses expire on June 30th, and automatic billing occurs at the end of May for the new Fiscal Year, July 1st through June 30th, at the current corresponding rate. Any business conducted on July 1st will be considered an active business therefore all business license fees are applicable. You will receive your license certificate after all City fees have been paid. Businesses located inside the City limits with applicable fees such as FOG, Streetscape, and or Administrative Citations must be paid for the system to release the license certificate. Failure to pay your license fee within thirty (30) days from the billing date will result in penalty fees assessed each month at the rate of 20% of the balance due. If a business does not wish to renew for the new fiscal year, a written notice must be given to close out the account. If a notice is not given the system will continue to bill and eventually will be sent to collection, therefore notice to close out the business license account is important.

New/Change of Ownership: If your business has its change of ownership, please submit a new Business License Application. Please notify this office immediately if there are any changes in the mailing address or operating status of your business.

Change of Physical Location: If your business has changed its physical location, please submit a new Business License Application along with a payment of \$25.00. Please include a brief statement of the change with previous address and new location.

THANK YOU