



City of Grand Terrace (9911)
Application For New Business License

For Businesses Located in Grand Terrace

Applicant(s) must receive final approval from the City before an Official license can be issued and before operating within the City Limits of Grand Terrace.

Remit To: City of Grand Terrace • c/o MuniServices, LLC • 438 East Shaw Ave Box 367 • Fresno, CA 93710
Toll Free Phone: (866) 240-3665 • Fax: (855) 219-4338 • Email: bizlicensesupport@muniservices.com

ZONING APPROVAL/CITY APPROVAL INFORMATION:

- If you are a new business located in Grand Terrace, a business relocating to Grand Terrace or a business changing locations within Grand Terrace, you will need to contact Community Development for information regarding zoning approval at (909) 824-6621 ext. 3.
Completion of a new business application alone does not confirm approval for operating a business in Grand Terrace.
Applicant(s) must receive final approval from the City before an official license can be issued and before operating within the City Limits of Grand Terrace. Failure to receive the proper zoning or City approvals will delay the issuance of a business license.

Annual business licenses expire on December 31st of each year.
Business license renewals are due on or before the last day in January.

Check all that apply:
___ New Application ___ Change of Owner ___ Change of Address ___ Change of Business Name License Year _____

Check all that apply:
___ Commercial or Industrial Application Date: ___/___/___
___ Home based business located inside the City limits of Grand Terrace

Legal Business Name: _____ Contractor State License #: _____

DBA (Doing Business As): _____ Total Number of Employees: _____

Business Phone: _____ Alternate Phone: _____ Fax: _____

Business Physical Location: _____
(Street-No PO Box) (City) (State) (Zip)

Business Mailing Address: _____
(Address or PO Box) (City) (State) (Zip)

Ownership Type: ___ Sole Proprietorship (Individual) ___ General Partnership ___ Corporation ___ LLC ___ LLP ___ Trust

Please describe your business activity in detail: _____

Business email: _____ Federal ID #: _____

Business website: _____ Date Business Began in Grand Terrace: ___/___/___

Owner Information – Use separate sheet of paper with additional owners' information if necessary.

Owner #1:

Owner Name: _____
(First Name) (Middle Initial) (Last Name)

Owner Address: _____
(Street-No PO Box) (City) (State) (Zip)

Owner Cell Phone: _____ Owner Phone: _____ Owner SSN: _____

Owner #2:

Owner Name: _____
(First Name) (Middle Initial) (Last Name)

Owner Address: _____
(Street-No PO Box) (City) (State) (Zip)

Owner Cell Phone: _____ Owner Phone: _____ Owner SSN: _____

Primary Contact (Business License Related Questions and/or Emergency Contact)

Name: _____ Title: _____ Phone: _____
(First Name) (Middle Initial) (Last Name)

Address: _____ Cell Phone: _____
(Street-No PO Box) (City) (State) (Zip)

FOR USE BY CITY ONLY: ___ APPROVED ___ NOT APPROVED NPDES Fee: ___ Yes ___ No CNPDES Fee: ___ Yes ___ No

Comments/Notes: _____

Amount Paid: \$ _____ Method: ___ Cash ___ Check ___ Credit Card Date: _____ Received By: _____

- Code 1.00 - GROSS Code 2.00 - GNPDES Based on Gross Code 4.00 - Home Based Code - 99.99 Exempt
Code 3.00 - CNPDES Contractor AB -General or Electrical Code 3.01 - CNPDES Contractors C
Code 12.00 - Contractor AB -General or Electrical (not-CNPDES) Code 13.00 - Contractor C- All Others (not-CNPDES)
Code 6.00 - Fortunetelling Code 8.00 - Fertilizer Sales

CALCULATE LICENSE AMOUNT DUE - Required for all applicants.

Check here if exempt from Business Tax, and skip to Sworn Statement at the bottom of this application. Proof of exemption is required.

Step 1: Check here if you are a Contractor.
▶ Pro-rated fees apply only to new businesses in the first year that pay based on a fixed rate.
See Pro-Rated Fee Table for rates.

(1a) General Contractors – Enter \$150.00 on line 1(a), and skip to Step 3. (1a) \$ _____

(1b) All Other Types of Contractors – Enter \$80.00 on line 1(b), and skip to Step 3. (1b) \$ _____

Note: General or engineering contractors (Class A,B) who also do specialty and/or sub-contractor work (Class C) must pay the \$150.00 license fee above instead of the \$80.00 contractor license fee.

Step 2: All Other Business Types:

(2a) Enter your estimated gross receipts for the current year: (2a) \$ _____

(2b) Based on the gross receipts amount listed above, use the below fee schedule table to determine the license amount due. Enter the fee amount due on line 2(b). (2b) \$ _____

Gross Receipts:	
\$49,999.99 or less	License Fee \$30.00
\$50,000.00 to \$99,999.99	License Fee \$50.00
\$100,000.00 to \$149,999.99	License Fee \$70.00
\$150,000.00 to \$199,999.99	License Fee \$120.00
\$200,000.00 to \$299,999.99	License Fee \$170.00
\$300,000.00 to \$499,999.99	License Fee \$220.00
\$500,000.00 to \$699,999.99	License Fee \$270.00
\$700,000 to \$999,999.99	License Fee \$320.00
Over \$1,000,000.00	License Fee \$320.00 plus \$0.25 per \$1,000 of gross receipts over \$1,000,000 to maximum of \$1,200.00

Step 3: Add \$80.00 for NPDES fee if applicable: (3) \$ _____
To determine whether or not your business is required to pay the NPDES fee, Contact the Community Development Dept at (909) 824-6621 ext 3.

Step 4: Add CA Senate Fee (SB-1186): (4) \$ 4.00

Step 5: **Total Amount Due (Sum amounts from 1a, 1b, 2b, 3 and 4):** (5) \$ _____

PAYMENT OPTIONS: Make your check or money order payable to: "Tax Trust Account" and submit to:
City of Grand Terrace • c/o MuniServices, LLC • 438 East Shaw Ave Box 367 • Fresno, CA 93710
Online Filing available at <https://GrandTerrace.BizlicenseOnline.com>. Payment methods: ACH Debit • Visa • MasterCard • Discover

CASp State Mandated Disability Access/ Education Fee: On September 19, 2012, Governor Brown signed Senate Bill 1186 (SB 1186) into law. SB 1186 is intended to increase disability access, encourage compliance with construction-related accessibility requirements, develop education resources for businesses, and facilitate compliance with Federal and State disability laws. From January 1, 2013, and until December 31, 2017, cities and counties were required to collect a State mandated fee of \$1.00 from "any applicant for a local business license or equivalent instrument or permit, and from any applicant for the renewal of a business license or equivalent instrument or permit." Assembly Bill 1379 was passed on October 11, 2017 which extends the assessment of the fee indefinitely and also the State mandated fee from \$1.00 to \$4.00 from January 1, 2018 until December 31, 2023. The City is required by law to inform you of the following: 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: <http://www.dgs.ca.gov/dsa/Home.aspx>; The Department of Rehabilitation at: <http://www.rehab.cahwnet.gov/>; The California Commission on Disability Access at: <http://www.cdda.ca.gov>.

SWORN STATEMENT

I acknowledge that the City of Grand Terrace's issuance of a Business License and payment of Business License Tax does not entitle me/authorized representative to conduct any business in the City that is in violation of any applicable laws. I further acknowledge that the City of Grand Terrace's issuance of a Business License does not waive the City of Grand Terrace's right in any way to enforce compliance with applicable laws against me/authorized representative. I hereby certify, under penalty of perjury, that the information in this application is true, correct, and complete to the best of my knowledge and belief. I agree to comply with all applicable laws and ordinances regulating the operation of this business.

Signature of Business Owner/Authorized Representative _____ Printed Name _____ Date _____