



City of Clovis  
**BUSINESS LICENSE APPLICATION**  
 City Hall – 1033 Fifth Street – Clovis, CA 93612 – (559) 324-2112

<b>BUSINESS NAME (include DBA)</b>	<b>BUSINESS TELEPHONE NUMBER</b>
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BUSINESS LOCATION (physical address)			
Address	City	State	Zip

BUSINESS OWNER / OFFICER INFORMATION			
Name of Owner/Officer _____		Name of Owner/Officer _____	
Title _____		Title _____	
Home Address _____		Home Address _____	
City _____	State _____	Zip _____	City _____
Home Telephone Number _____		Home Telephone Number _____	
Driver License No. _____	State _____	Exp. _____	Drivers License No. _____
Email _____		Email _____	
Emergency / Alternate Contact Name		Contact Telephone Number	

The Planning, Building, Police and Fire Departments review all business license applications to ensure the proposed use is consistent with the established zoning, building, police and fire regulations, and the policies of the City of Clovis.

It is your responsibility to check with City staff to determine if your use is permitted in that location, and if additional permits or documentation may be required, prior to opening for business and prior to signing a lease or committing your business to a certain location.

If any tenant improvements will be constructed please supply detailed drawings to scale and contact the Building and Fire Departments with questions.

BRIEF DESCRIPTION OF BUSINESS	
Business Start Date in Clovis: Mo ___ Day ___ Yr ___	Type of Business: _____
Days and Hours of Operation: _____	Number of Employees: _____
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other (specify) _____	
Is this a Home Occupation? <input type="checkbox"/> Yes* <input type="checkbox"/> No           If business is home-based, will customers come to your home? <input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A	
*If work is to be performed out of a residential location, or you use your residence as your business address, a completed Home Occupation permit application must accompany this form.	
Is any portion of your business available only to individuals over 18 years of age (including sales, manufacturing or handling)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Year Estimated Gross Receipts in Clovis \$ _____	Requested End Date if Temp Work: _____

BILLING INFORMATION	TAX INFORMATION
Mailing Address _____	Federal Tax I.D. _____
City _____ State _____ Zip _____	State Tax I.D. _____
Contact Name _____	State Resale No. _____
Telephone Number _____	State License No. _____
Fax Number _____	License Expiration _____ License Type _____

CITY OF CLOVIS (Office Use Only)							
Business License Class _____	Date Entered _____	Entered By _____	Zone _____	APN _____			
PBIA Area <input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> No	PBIA Fees \$ _____		License Fees \$ _____				
Planning _____	Date _____	Building _____	Date _____	Police _____	Date _____	Fire _____	Date _____





## EXHIBIT "A"

### CITY OF CLOVIS

CITY HALL • 1033 FIFTH STREET • CLOVIS, CA 93612

#### WELCOME TO CLOVIS AS A BUSINESS OPPORTUNITY!!

To assist you in getting started, please use the following checklist of items that should be examined prior to opening your business. We hope that by reviewing this, we may better assist your efforts to get your business open in a timely manner. Please note: it can take up to four weeks to fully process your business license.

- Did you know the City offers "Concierge Services" for new businesses? (For questions you may contact the Economic Development Department at 559-324-2080.)
- Is the location you have selected properly zoned for the type of business you propose? Is there a need for a formal public hearing to obtain City approval prior to the opening of your business? (For questions you may contact the Planning Department at 559-324-2340.)
- Have you checked to determine if the number of parking spaces on the site is adequate for your use? (For questions you may contact the Planning Department at 559-324-2340.)
- Have you obtained sign review and permanent signs? (For questions you may contact the Planning Department at 559-324-2340.)
- Have you checked municipal sign ordinance requirements regarding the use of temporary signs and advertising materials? (For questions you may contact the Planning Department at 559-324-2340.)
- Is your business in compliance with fire and building safety requirements? (For questions you may contact the Building Inspection Division at 559-324-2390.)
- Have you inquired about the "lead time" necessary in establishing new trash/garbage pick-up service? (For questions you may contact the Finance Department at 559-324-2130.)

Help yourself minimize the chance of any unknown "surprise" expenses in this process. We invite your questions about any of these subjects. Please, contact the referenced phone numbers above and we will do our best to help get your business started in Clovis.



## 2017 CONTRACTOR RATES

### *In City Contractors:*

The business license fee will be a calculated rate of \$1.00 per every \$1,000 of the estimated gross receipts for Clovis listed on your application or the minimum license fee, **WHICHEVER IS GREATER**. Minimum license fees will be prorated to the calendar quarter in which the business is started. The maximum annual license fee is **\$7,446.00\***. (If your business is located within the Downtown Parking and Business Improvement Area (PBIA) additional fees will apply.) Your business will be classified in accordance with the Standard Industrial Classification (SIC) Manual.

1 <sup>st</sup> Quarter – January 1 to March 31	-	\$ 184.00*
2 <sup>nd</sup> Quarter – April 1 to June 30	-	\$ 138.25*
3 <sup>rd</sup> Quarter – July 1 to September 30	-	\$ 92.50*
4 <sup>th</sup> Quarter – October 1 to December 31	-	\$ 46.75*

### *Out of City Contractors:*

The license fee for Contractors and Sub-Contractors working in the City of Clovis is \$1.00 per every \$1,000.00 of the total gross amount of the job(s) in Clovis or the minimum prorated fee for the quarter in which you start, **WHICHEVER IS GREATER**. If you are working in Clovis for only one (1) quarter your license fees will be prorated accordingly or \$1.00 per every \$1,000 of the total gross amount of the job in Clovis, **WHICHEVER IS GREATER**.

Work started January 1 – March 31 Minimum	=	\$ 184.00*
Work started April 1 – June 30 Minimum	=	\$ 138.25*
Work started July – September 30 Minimum	=	\$ 92.50*
Work started October – December 31 Minimum	=	\$ 46.75*

If you have any questions regarding your business license fee, please contact us at (559) 324-2112 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.

**\* A \$1.00 STATE MANDATED FEE (SB1186) IS INCLUDED IN THE ABOVE MINIMUM LICENSE FEES. IF YOUR RATE IS HIGHER THAN THE LISTED MINIMUM FEE IT WILL BE ADDED ACCORDINGLY.**



**CITY OF CLOVIS**  
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**2017 BUSINESS LICENSE RATES**  
**If your business is located within the city limits of Clovis**

The business license fee will be the calculated rate (based on the estimated gross receipts for Clovis listed on your application) or the minimum license fee, **WHICHEVER IS GREATER**. Minimum license fees will be prorated to the calendar quarter in which business is started. The maximum annual license fee is **\$7,446.00\***. (If your business is located within the Downtown Parking and Business Improvement Area (PBIA) additional fees will apply.) Your business will be classified in accordance with the Standard Industrial Classification (SIC) Manual.

1 <sup>st</sup> Quarter	–	Start January 1 to March 31	–	\$ 184.00*
2 <sup>nd</sup> Quarter	–	Start April 1 to June 30	–	\$ 138.25*
3 <sup>rd</sup> Quarter	–	Start July 1 to September 30	–	\$ 92.50*
4 <sup>th</sup> Quarter	–	Start October 1 to December 31	–	\$ 46.75*

**NOTE:** If your business is a home based business located **within** the city limits of Clovis and your **TOTAL** gross receipts (both in and out of the city limits of Clovis) are under \$5,000.00 your license fee will be **\$55.00\***.

**If your business is located outside the city limits of Clovis**

- One Day Retail or special event license for 1 day are \$ 29.50

Note: If your event is more than one day, then a quarterly license fee of \$46.75 will be charged in lieu of the daily fee of \$29.50.

- If you are a service/delivery business, your license fees will be based on the size and number of vehicles coming into Clovis and the frequency of trips.

<u>Size of Vehicle</u>	<u>Frequency of Trips</u>	<u>Quarterly Fee Per Vehicle</u>
One (1) Ton or Less	Once a week	\$ 28.50*
	Twice a week	\$ 42.50*
	Three or more times a week	\$ 58.50*
One (1) -Two (2) Tons	Once a week	\$ 42.50*
	Twice a week	\$ 58.50*
	Three or more times a week	\$ 69.50*
Over Two (2) Tons	Once a week	\$ 58.50*
	Twice a week	\$ 69.50*
	Three or more times a week	\$ 83.50*

**\* A \$1.00 STATE MANDATED FEE (SB1186) IS INCLUDED IN THE ABOVE MINIMUM LICENSE FEES. IF YOUR RATE IS HIGHER THAN THE LISTED MINIMUM FEE IT WILL BE ADDED ACCORDINGLY.**

## OTHER AGENCY CONTACTS FOR OPENING A BUSINESS

### Resale Number:

State Board of Equalization  
8050 N Palm Ave, #205, Fresno, CA 93711  
(559) 440-5330 or (800) 400-7115  
[www.boe.ca.gov](http://www.boe.ca.gov)

### Federal ID Number

Internal Revenue Service (IRS)  
2525 Capital St, Fresno, CA 93721  
(559) 444-2044  
[www.irs.gov](http://www.irs.gov)

### State Employer's ID Number:

Fresno Employment Tax Office  
1050 O Street, Fresno, CA 93721  
(888) 745-3886  
[www.edd.ca.gov](http://www.edd.ca.gov)

### Liquor License:

Alcoholic Beverage Control  
3640 E Ashlan Ave, Fresno, CA 93726  
(559) 225-6334  
[www.abc.ca.gov](http://www.abc.ca.gov)

### Fictitious Business Name:

Fresno County Clerk  
2221 Kern St, Fresno, CA 93721  
(559) 600-2575  
[www.co.fresno.ca.us](http://www.co.fresno.ca.us)

### Health Department:

Fresno County Environmental Health  
1221 Fulton Mall, Fresno, CA 93721  
(559) 600-3200  
[www.co.fresno.ca.us](http://www.co.fresno.ca.us)

## CITY OF CLOVIS DEPARTMENTS

Some business ventures may require special permits from the Planning Department, Building Department, Fire Department, or Police Department. If construction is involved, including major remodeling, local ordinances may govern construction and zoning. To obtain zoning validation or building permits if needed, contact the applicable department below at [www.ci.clovis.ca.us](http://www.ci.clovis.ca.us).

### Economic Development Department

1033 Fifth Street  
Clovis, CA 93612  
(559) 324-2080  
Hours: 8:00 a.m. to 4:30 p.m. Mon-Fri

### Building Department

1033 Fifth Street  
Clovis, CA 93612  
(559) 324-2390  
Hours: 8:00 a.m. to 3:00 p.m. Mon-Fri

### Planning Department

1033 Fifth Street  
Clovis, CA 93612  
(559) 324-2340  
Hours: 8:00 a.m. to 3:00 p.m. Mon-Fri

### Fire Department

1233 Fifth Street  
Clovis, CA 93612  
(559) 324-2200  
Hours: 8:00 a.m. to 3:00 p.m. Mon-Fri

### Police Department

1233 Fifth Street  
Clovis, CA 93612  
(559) 324-2400  
Hours: 8:00 a.m. to 3:00 p.m. Mon-Fri

### Finance Department

1033 Fifth Street  
Clovis, CA 93612  
(559) 324-2130  
Hours: 8:00 a.m. to 4:30 p.m. Mon-Fri