

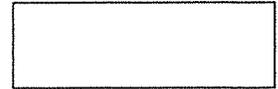


Plan # _____

City of Clovis Finance Department

BUSINESS LICENSE/CERTIFICATE OF OCCUPANCY APPLICATION

Finance Department – 1033 Fifth Street – Clovis, CA 93612 – (559) 324-2112



Department of Planning & Development Services 1033 Fifth Street – Clovis, CA 93612 – (559) 324-2845

BUSINESS NAME (include DBA)		BUSINESS TELEPHONE NUMBER		
BUSINESS LOCATION (physical address)				
Address _____	Unit/suite _____	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 _____ State _____ Zip _____		
Home Telephone Number _____		Home Telephone Number _____		
Driver License No. _____ State _____ Exp. _____		Drivers License No. _____ State _____ Exp. _____		
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 _____	
PBI Area <input type="checkbox"/> 100% <input type="checkbox"/> 50% <input type="checkbox"/> No		PBI 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 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 information, 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 information, contact the Planning Department at 559-324-2340.)
- Have you obtained sign review and permanent signs? (For information, 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 information, contact the Planning Department at 559-324-2340.)
- Is your business in compliance with fire and building safety requirements? (For information, 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 information, 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.



CITY OF CLOVIS

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Dear Business Owner:

Welcome to Clovis!

As you may not be aware, the city of Clovis has a comprehensive sign ordinance for commercial uses. The temporary sign section of the Clovis Ordinance allows business owners the right to advertise specials, conduct promotions, and have seasonal displays in conjunction with the placement of permanent signs. For your convenience, we have listed a few of the specific items which may be of interest to you.

Promotional Banners: The display of promotional banners is allowed three times a year. These displays are limited to a fourteen-day display period, and may not exceed in size the total allowable sign area for the lease space. Please visit, or call, the city of Clovis Planning Division to fill out a temporary sign form prior to hanging the banner(s) at your place of business.

Grand Opening: Please be advised that “A” frame and “I” frame signs are not allowed in the City of Clovis, with the exception of a Grand Opening event. Grand Opening signs shall be limited to only one grand opening and a maximum display time of thirty (30) days per business, with written notification given to the Planning and Development Services Director.

Holiday Promotions: Within the eight identified holiday periods temporary promotion signs, as allowed by this ordinance, may be displayed without obtaining a sign permit or prior approval, by the City. The allowed holidays and promotional display periods, totaling 57 days, are as follows:

- Valentine’s Day and the preceding 6 days
- Easter and the preceding 4 days
- Last day of the Clovis Rodeo and the preceding 4 days
- Memorial Day and the preceding 4 days
- July 4th and the preceding 4 days
- Halloween and the preceding 4 days
- Thanksgiving and the preceding 9 days
- Christmas/New Years (December 16th to December 31st)

Please keep in mind that movable signs (balloons, or other inflated devices, flags), and “Burma Shave” type signs are not allowed in the City of Clovis.

All other signs, temporary or permanent, do require a City permit prior to placement.

It is our sincere desire to help keep Clovis’ business district attractive and viable. Again, I thank you for selecting Clovis for your business. Please feel free to contact the Planning Department office for any questions or for further information on our sign ordinance at (559) 324-2340.

Sincerely,

Dwight Kroll
City Planner