



CITY OF CLOVIS

CITY HALL • 1033 FIFTH STREET • CLOVIS, CA 93612

CLOVIS WELCOMES YOUR NEW BUSINESS

To assist you in getting started, please use the following checklist of items that should be examined prior to opening your business. With the exception of the Planning Department all other items can be done concurrently. We hope that by reviewing this, we may better assist your efforts to get your business open in a timely manner. Please note, you will not receive your Business Tax Certificate for ten (10) business days after your fees have been paid. Any non-compliant items may cause additional delays.

Recommended Steps:

- ✓ **First**, contact the **Planning Department at (559)324-2340** to determine if your location is zoned correctly for the type of business you are operating. The Planning Department will also be able to determine if you have adequate parking spaces at your site. Any signs, permanent, temporary or other advertising will fall within Planning Department guidelines.
- ✓ Contact the **Fire Department at (559)324-2200** to schedule an inspection and consultation with our Fire Prevention staff. In order to legally occupy a public business in the City of Clovis, you must have a life safety inspection performed by the Fire Department. The reason for this inspection is to ensure the safety of your customers and adjacent businesses. When we conduct an inspection of the building your business occupies, the main areas of inspection, but not limited to, are: fire extinguishers, sprinkler systems if in place, exiting, alarms and evacuation paths.
- ✓ Contact the **Building Department at (559)324-2390** to schedule an inspection. A valid Certificate of Occupancy is required to be posted at each business location. Any tenant improvements, change of use for a business, or change in ownership require a new Certificate of Occupancy to be issued.
- ✓ Contact the **Public Utilities Department Water Division at (559)324-2609**. Depending on the type of business, a backflow prevention device may be required at the metered water service as specified by Clovis Municipal Code Section 6.5.112. If the property is already equipped with a backflow prevention device please make certain the backflow certification is current. Please fax a copy of backflow certification to (559) 324-2862 or e-mail a scanned copy to reye@cityofclovis.com.
- ✓ Contact the **Police Department at (559)324-2410** if your business serves or sells alcohol, provides adult entertainment or products, provides massage services, electronic repair or gaming, or if you are a firearms dealer or a secondhand dealer.
- ✓ Contact the **Finance Department at (559)324-2130**, or via our website, www.CityofClovis.com to sign up for utility services (water, sewer, refuse and street sweeping).

Help 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 on the right foot in Clovis. You can also find additional business resource information at www.clovis4business.com



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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 st Quarter	–	Start January 1 to March 31	–	\$ 184.00*
2 nd Quarter	–	Start April 1 to June 30	–	\$ 138.25*
3 rd Quarter	–	Start July 1 to September 30	–	\$ 92.50*
4 th 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.**



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 st Quarter – January 1 to March 31	-	\$ 184.00*
2 nd Quarter – April 1 to June 30	-	\$ 138.25*
3 rd Quarter – July 1 to September 30	-	\$ 92.50*
4 th 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.**

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

Federal ID Number

Internal Revenue Service (IRS)
2525 Capital St, Fresno, CA 93721
(559) 444-2044
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

Liquor License:

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

Fictitious Business Name:

Fresno County Clerk
2221 Kern St, Fresno, CA 93721
(559) 600-2575
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

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.

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



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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, AICP
Director, Planning & Development Services

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

BUSINESS NAME (include DBA)	BUSINESS TELEPHONE NUMBER
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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 _____ 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 _____	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 _____
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DETAILED DESCRIPTION OF BUSINESS

Square Footage	# on-site Parking Spaces	Truck Loading Spaces
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(Please contact the leasing agent / property manager to determine prior tenant's use and date vacated)

What was the previous business use of this space?	When did business close?
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Are there other businesses currently operating at this location besides your business? Yes No

Other information you wish to provide about your business _____

Check all of the following categories that apply to your business.

- | | | | | |
|--|---|--|---|--|
| <input type="checkbox"/> Adult-Oriented Business | <input type="checkbox"/> Business Office | <input type="checkbox"/> Group Care Facility | <input type="checkbox"/> Medical/Dental | <input type="checkbox"/> Tattoo Parlor |
| <input type="checkbox"/> Auto Sales | <input type="checkbox"/> Church | <input type="checkbox"/> Health Club | <input type="checkbox"/> Property Rentals | <input type="checkbox"/> Vocational School |
| <input type="checkbox"/> Auto Body Repair | <input type="checkbox"/> Daycare Facility | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Restaurant/Fast Food | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Beauty Salon/Barber | <input type="checkbox"/> Day Spa | <input type="checkbox"/> Manufacturing/R&D | <input type="checkbox"/> Retail | <input type="checkbox"/> Wholesale |
| <input type="checkbox"/> Booth Rental | <input type="checkbox"/> Food/Liquor Market | <input type="checkbox"/> Massage Establishment | <input type="checkbox"/> Self Storage | <input type="checkbox"/> Other _____ |

- Will tobacco products and/or tobacco paraphernalia be sold? Yes No
 Will alcohol be served or sold? Yes No
 Will gaming be offered? Yes No
 Will massage services be offered? Yes No
 Will entertainment be provided? Yes No

Please describe the products or services you will provide. Include types of products and quantities stored.

Initial I acknowledge that the issuance of a Business License does not exempt me from the requirements of any applicable City, County or State law.

Initial I acknowledge receipt of supplemental information identified as Exhibit "A".

I hereby certify under penalty of perjury that the above information is correct and I am an authorized representative of this business. I understand this application does not license me to operate until I have fulfilled all requirements of the Clovis Municipal Code. I agree to conduct all phases of this business in conformance with all applicable laws, ordinances and regulations established for such business / profession.

Signature _____ Date _____
 Printed Name _____ Title _____

All financial information on this application is kept confidential.