



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

[Empty box for contractor information]

BUSINESS NAME (include DBA) BUSINESS TELEPHONE NUMBER

BUSINESS LOCATION (physical address) Address City State Zip

BUSINESS OWNER / OFFICER INFORMATION
Name of Owner/Officer Title Home Address City State Zip Home Telephone Number
Driver License No. State Exp. 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:
Sole Proprietor Partnership Corporation LLC Non-Profit Other (specify)
Is this a Home Occupation? Yes\* No If business is home-based, will customers come to your home? Yes\* No 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)? Yes No
Current Year Estimated Gross Receipts in Clovis \$ Requested End Date if Temp Work:

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

CITY OF CLOVIS (Office Use Only)
Business License Class Date Entered Entered By Zone APN
PBIA Area 100% 50% No PBIA Fees License Fees

Planning Date Building Date Police Date Fire Date

### DETAILED DESCRIPTION OF BUSINESS

|                |                          |                      |
|----------------|--------------------------|----------------------|
| Square Footage | # on-site Parking Spaces | Truck Loading Spaces |
|----------------|--------------------------|----------------------|

*(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?

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.

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| Initial <input type="checkbox"/> 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 <input type="checkbox"/> 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 \_\_\_\_\_



## 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 (PBI A) 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.**