



CITY OF SAN RAMON

BUSINESS LICENSE APPLICATION

7000 BOLLINGER CANYON RD. SAN RAMON, CA 94583

(925) 973-2510 Fax (925) 838-3231

WEBSITE: www.sanramon.ca.gov

License Number
#
Office Use Only

BUSINESS INFORMATION

Business Name: _____

Business Physical Location Address: _____

Post Office Boxes are not considered a Physical Business Location.

Suite/Apt. # _____ City: _____ State: _____ Zip: _____

Is this a residence? No Yes If yes, please complete a Home Occupation Application permit.

Mailing Address (if different from above): _____

Business Phone: _____ Fax: _____

Email Address: _____

Emergency Contact name: _____ Emergency Phone: _____

Date Business Originally Opened: _____ Date Opened in San Ramon: _____

Federal Tax I.D. Number: _____ OR Social Security Number: _____

Type of Ownership:

Corporation

Partnership

Sole Proprietor

Limited Liability Corp

Detailed Description of Business Activity: _____

Classification Code: _____

(<https://www.osha.gov/pls/imis/sicsearch.html>)

Hours of Business Operation: _____

Retail Business? No Yes If yes, State Sales Tax No. _____

Will Tobacco Products be sold? No Yes. Refer to City Ordinance No. 319.

Is there Hazardous material being used or stored at your business? No Yes

OWNER/OFFICER INFORMATION

Owner/Officer Name: _____ Title: _____

Address: _____ City/State/Zip: _____

Phone: () _____

Privacy Disclaimer: The City shall only use the information you provide on this license application for its own internal purposes: However, please be aware that any information provided may be subject to disclosure under the Public Records Act (PRA) (See Government Code §56250 et seq.)

**CONTRACTOR INFORMATION
(if applicable)**

License Number

Office Use Only

State Contractor License No: _____ Expiration Date: _____ Classifications: _____

Worker's Compensation Insurance:
If you have one or more employees, the State of California requires this information.

Insurance Company Name: _____ Policy No.: _____ Expiration: _____

EMPLOYEE INFORMATION

Number of Employees working in San Ramon: _____ (do not include owner)

FEE SCHEDULE

(Select only one fee, SB 1186 fee included in total fees)

(1) For General Businesses & Contractors	Fee:	(4) For lessors of Commercial Property:	Fee:
Five or fewer employees	\$ 54	Less than 5,000 Square Ft. Leased	\$ 54
Six to 50 employees	\$ 104	5,000 to 10,000 Square Ft. Leased	\$ 104
More than 50 employees	\$ 204	More than 10,000 Square Ft. Leased	\$ 204

PLEASE NOTE

*On September 19, 2012 Governor Brown signed into law SB-1186 which adds a State fee on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with Federal and State disability laws, as specified. **SB 1186 FEE INCLUDED IN TOTAL FEES.** Effective January 1, 2018 through December 31, 2023, the fee is \$4.*

(2) For Lessors of Dwelling Units	Fee:	(5) Amusement & Itinerant Businesses,	Fee:
One Unit Leased	\$ 54	Circuses, Carnivals, & Exhibitions	\$ 204
Two to Five Units Leased	\$ 104		
More than Five Units Leased	\$ 204		
Leased Sq. Ft.	_____		

(3) Vending Machines	Fee:	(6) Temporary Places of Sale	Fee:
One (1) to five (5)	\$ 74	One Day	\$ 54
More than five (5)	\$ 134	Two to Five Days	\$ 74
Number of Machines _____		Six to Thirty Days	\$ 204
		Number of Days _____	

FEE EXEMPT STATUS

(ATTACH CERTIFICATE)

The business activity to be conducted at the following above mentioned address within the City of San Ramon is exempt from the Business Licensing fee requirements pursuant to Ordinance #165, sections B2-6 through 17 for the following reason:

PLEASEREADANDSIGNBELOW

I declare under penalty of perjury that all statements contained herein are, to the best of my knowledge and belief, true and that all necessary land use permits, building permits, and any other permits required by law have been or will be secured prior to the commencement of the business activity which is the subject of this application.

Signature _____ Title _____

Name Printed _____ Date _____

City of San Ramon Business License Application

License Number # Office Use Only
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Business Name: _____

FOR OFFICE USE ONLY			
PLANNING/ZONING CLEARANCE	Permitted Use	Land Use Permit/H.O.P. Required	
Date _____	L.U.P. /H.O.P. Approved	L.U.P. # _____	H.O.P. # _____
Assessor's Parcel Number _____		Zoning Designation _____	
Use Class _____			
Notes: _____			
Planning Dept – Accepted by: _____		Date: _____	
Police Department Clearance Required Fire Arm Retail Sale		DOJ Police Clearance letter attached CC County Health Permit Required	
Verified By: _____		Date: _____	
CK #/CASH/CC: _____ AMT. PD: \$ _____ RECEIPT #: _____			
Accepted By: _____ B/L Process Date: _____ BUS LIC # _____			

Payment for the appropriate fees must accompany this application. *License application will not be processed without correct payment.*

Make Checks payable to THE CITY OF SAN RAMON.

****Credit Card Convenience Fee is 2.88% of the total transaction, plus \$0.09 per transaction****

Charge to my:	MasterCard	Visa	American Express
Print name as it appears on card _____			
Credit Card Billing Address _____			
Card No. _____			
Expiration Date: _____		Amount \$ _____	
Authorized Signature: _____			



City of San Ramon
Building and Safety Services
 2401 Crow Canyon Road, San Ramon, CA 94583
 Office: (925) 973-2580 Fax (925) 838-2821
 E-mail: Building@sanramon.ca.gov
 Website: www.sanramon.ca.gov
Updated: March 2019

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

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.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) – The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov

UNRUH CIVIL RIGHTS ACT – The Unruh Civil Rights Act is a state statute providing that all persons no matter their disability are entitled to full and equal accommodations, advantages, facilities, privileges or services in all business establishments of every kind.

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CIV§ionNum=51

CALIFORNIA BUILDING CODE (CBC) – The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility’s compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov

You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

<p>DEPARTMENT OF GENERSERVICES, Division of the State Architect CASp Program</p> <p>www.dgs.ca.gov/dsa</p> <p>www.dgs.ca.gov/casp</p>	<p>DEPARTMENT OF REHABILITATION Disability Access Services</p> <p>www.dor.ca.gov</p> <p>www.rehab.cahwnet.gov/ disabilityaccessinfo</p>	<p>DEPARTMENT OF GENERSERVICES, California Commission on Disability Access</p> <p>www.cdda.ca.gov</p> <p>www.cdda.ca.gov/resources-menu/</p>
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**IT IS IMPORTANT THAT YOU CONSULT A CERTIFIED ACCESS
 SPECIALIST TO PROTECT YOUR BUSINESS AND YOUR INVESTMENT
 (SEE REVERSE FOR MORE INFORMATION)**

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51.55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction –related accessibility claim is filed against them.

To find a CASp, visit www.apps2dgs.ca.gov/DSA/casp/casp_certified_list.aspx

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs are available to assist businesses with access compliance and expenditures:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT – Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov

STATE TAX CREDIT – Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION – Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535; Business Expenses at www.irs.gov

California Capital Access Financing Program

STATE FINANCE OPTION – The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcf/calcap/