



# CITY OF MORRO BAY

City Hall  
 Administrative Services Division  
 595 Harbor Street  
 Morro Bay, CA 93442  
 (805) 771-7006

## BUSINESS LICENSE APPLICATION

Basic Tax	\$
Misc. Fee	\$
Total Amount Due	\$
Date Paid	
Check/CC	

**Application for:**  New Business  Change of Business Name  Change of Location  
 Change of Ownership

Business Name:	Bus. Start Date:
Corporate Name (if applicable):	Phone No.:
Business Location (cannot be P.O. Box per State of California Business & Professions Code – Section 17538.5):	Fax No.:
Mailing Address:	Email Address:
Description of Business:	Contractors: <input type="checkbox"/> Annual <input type="checkbox"/> One Job <i>Note: We will need a copy of your State Contractors Card</i>
	One-Job Location:
Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust	

On September 19, 2012, Governor Brown signed into law SB-1186 which adds a state fee of \$4 on any application 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.

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

- Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)
- Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)
- California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

The business license must be renewed annually by the date the license was first issued or the business owner will be in violation of the City's Municipal Code, and penalties will be assessed. Additionally, late charges of 10% per month will apply to all account balances when payment is not received within 30 days and will be reassessed each 30 days thereafter when a balance remains outstanding. All returned checks will be assessed service charge and the certificate will be nullified.

It is acknowledged by the undersigned that if it is determined by the City that the business does not comply with all applicable federal, state, and city laws, the business license may be revoked by the City. It is also acknowledged that any false statements made above or on the Zoning and Building Clearance application pages are grounds for denial or revocation of the business license. I declare, under penalty or perjury under the laws of the State of California, that the information in this application is true and correct.

Owner/Representative Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

For Department Use Only – City Department Review and Approval			
Corn Dev	<input type="checkbox"/> Approved by: _____	Date: _____	<input type="checkbox"/> Not Approved
Fire	<input type="checkbox"/> Approved by: _____	Date: _____	<input type="checkbox"/> Not Approved
Police	<input type="checkbox"/> Approved by: _____	Date: _____	<input type="checkbox"/> Not Approved

## ZONING & BUILDING CLEARANCE

**Your Business License will not be processed until your business location has been approved.**

Please contact the **Community Development Department Planning Division** at (805) 772-6261, or visit us at 955 Shasta Avenue, for assistance filling out this form. Planning Division counter hours are Monday through Thursday from 8 AM-5 PM (except Fridays and holidays).

**IF YOU ARE A CONTRACTOR, CONSULTANT, OUT OF TOWN VENDOR, OR THE BUSINESS NAME OR OWNERSHIP HAS CHANGED, GO TO PAGE 5.**  
**FOR ALL OTHER CHANGES, PLEASE COMPLETE PAGES 3 TO 6.**

Business Name:	Business Address:
Previous Business Name:	Previous Address:
Contact Name:	Daytime Phone:

Former Tenant:	Is your business located on: <input type="checkbox"/> Ground Floor <input type="checkbox"/> Upper Floor
Describe Adjacent Tenants:	
Extent of alterations/tenant improvements planned:	
Are you sharing space with another existing business? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, with whom?	
Are you operating as an independent contractor leasing space at an existing business? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, with what business?	
Approx. floor area occupied by your business: _____ sq. ft.	Area devoted to outdoor storage: _____ sq. ft.
Total number of off-street parking spaces provided exclusively for the business: _____ <i>Note: If the business shares off-street parking with another business, please provide a running total of the site's parking requirements.</i>	
Estimated number of employees:	Full-time: _____ Part-time: _____
Number of units, spaces, rooms or people cared for:	
Will your business create any nuisance (i.e. noise, odors, or waste products)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what kind?	
Do you plan on installing new signs? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: If yes, please contact the Planning Division regarding applying for a Sign Permit.</i>	

**HAZARDOUS MATERIALS RISK ANALYSIS (if applicable)**  
 List all chemicals USED, STORED, or SOLD by your business. Include the amount of all flammable liquids, poisons, corrosives, acids, explosives, pesticides and insecticides.

Type of chemical(s): \_\_\_\_\_

Type of process used and stored: \_\_\_\_\_

\_\_\_\_\_

**Please provide the following information.**

- FLOOR PLAN:** Provide a floor plan of the business, drawn to scale; indicate the types of activities which will occur in each portion of the building as applicable. (For example: retail area, storage, food service, office, etc.).
  - PARKING PLAN:** Provide a plan showing all existing and any proposed parking spaces and related driveways and pedestrian pathways.
  - WATER USE:** Describe activities to be conducted in your business which involve water use, other than personal hygiene.
  - Other County, State Permit or Entitlement Required:**
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*Note: Please see the Public Services Department for any additional permits required by the City.*

**NAICS CODING**

**Please check the category(ies) that best describe your business activity:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Retail Trade (44-45)                                | <input type="checkbox"/> Manufacturing (31-33)                  | <input type="checkbox"/> Administrative, Support, Waste Management or Remediation Services (56) |
| <input type="checkbox"/> Accommodation or Food Services (72)                 | <input type="checkbox"/> Wholesale Trade (42)                   | <input type="checkbox"/> Agriculture (11)   |
| <input type="checkbox"/> Professional, Scientific or Technical Services (54) | <input type="checkbox"/> Transport or Warehouse (48-49)         | <input type="checkbox"/> Utilities (22)   |
| <input type="checkbox"/> Management of Companies & Enterprises (55)          | <input type="checkbox"/> Information (51)                       | <input type="checkbox"/> Other Services (except Public Administration) (81)                     |
| <input type="checkbox"/> Health Care or Social Assistance (62)               | <input type="checkbox"/> Finance or Insurance (52)              | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Construction (23)                                   | <input type="checkbox"/> Real Estate, Rental or Leasing (53)    |   |
|  | <input type="checkbox"/> Educational Services (61)              |   |
|  | <input type="checkbox"/> Arts, Entertainment or Recreation (71) |   |

**Please provide a detailed description of the nature of your business, including products or services offered:**

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**Are you selling or offering the following services or products?**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Carnival               | <input type="checkbox"/> Money lending or pawnbroker | <input type="checkbox"/> Tent show                                   |
| <input type="checkbox"/> Circus or menagerie    | <input type="checkbox"/> Massage parlor              | <input type="checkbox"/> Amusement parlor, penny arcade, or playland |
| <input type="checkbox"/> Private patrol service |  |  |



# CITY OF MORRO BAY

## BUSINESS LICENSE Consent of Landowner

City Hall  
Administrative Services Division  
595 Harbor Street  
Morro Bay, CA 93442  
(805) 772-6294

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Consent for business operation (Type of business and description of activity): _____ _____	
Property Owner:	Owner Phone Number:
Owner Address:	
Applicant:	Applicant Phone Number:
Applicant Address:	

I/We, the undersigned owner(s) of record of the fee interest in the above noted land for which an application for a business license is being requested, do certify that:

I am aware of the business activity proposed, and the applicant has my/our full consent to operate at this location.

I certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Signature of Property Owner(s): \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF MORRO BAY

## BUSINESS LICENSE Owner Information

City Hall  
Administrative Services Division  
595 Harbor Street  
Morro Bay, CA 93442  
(805) 772-6294

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)	
1 <sup>st</sup> Owner Name:	
Home Address (cannot be P.O. Box per State of California Business & Professions Code – Section 7538.5):	
Driver License Number:	Date of Birth:
Home Phone Number:	Cell Number:
2 <sup>nd</sup> Owner Name:	
Home Address (cannot be P.O. Box per State of California Business & Professions Code – Section 7538.5):	
Driver License Number:	Date of Birth:
Home Phone Number:	Cell Number:
Resale Number:	State License Number:
Federal ID Number:	State License Type:
State ID Number:	Expire Date:



# CITY OF MORRO BAY

## BUSINESS LICENSE Emergency Contact Information

Police Department  
850 Morro Bay Boulevard  
Morro Bay, CA 93442  
(805) 772-6225

Dear Business Owner:

The following information is used by the Morro Bay Police Department when contact is necessary for safety or criminal purposes, such as an injured employee, an unsecured door or window, a break-in, or threat of property damage. Your assistance in keeping our files current with accurate, complete information helps us provide you the best service possible. **Local contact information is crucial for responses. If cell phones are listed, please ensure they are left on at night.**

Please complete and return this form to our department. Feel free to indicate any additional information you feel could be useful to the Police or Fire Department in the event our response is required. If you have an alarm company or combination lock/gate at the location, please indicate below, if additional information is needed, please use back of form. Please include separate mailing address if applicable. If you have any questions please call us at (805) 772-6225.

Sincerely,  
Jody Cox  
Chief of Police

BUSINESS EMERGENCY CONTACT INFORMATION	
Name of Business:	Phone Number:
Business Address:	
Type of Business:	
Business Hours:	
Alarm Company:	Alarm Company Phone Number:
Name of Owner/Manager:	
<b>First Contact</b>	Name: _____ Phone Number: _____
	Address: _____
<b>Second Contact</b>	Name: _____ Phone Number: _____
	Address: _____
<b>Third Contact</b>	Name: _____ Phone Number: _____
	Address: _____
Additional Information:	

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

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

DEPARTMENT OF GENERAL SERVICES,  
Division of the State Architect, CASp  
Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)  
[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)  
[www.rehab.cahwnet.gov/  
disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF GENERAL SERVICES,  
California Commission on Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov) [www.cdda.ca.gov/resources-  
menu/](http://www.cdda.ca.gov/resources-menu/)

### 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.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

### GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

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

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](http://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](http://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](http://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/](http://www.treasurer.ca.gov/cpcf/calcap/).

### 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](http://www.ada.gov).

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](http://www.bsc.ca.gov).