

Incompletion of the Application will cause a delay in processing.



City of Tustin
Business License Application
300 Centennial Way
Tustin, CA 92780
714-573-3144 FAX 714-832-0825

BUSINESS LICENSE APPLICATION - HOME BASED BUSINESS

Business Name*
*(If other than surname, include a copy of your approved Fictitious Business Name statement filed with the County Clerk.)

Business Address Suite Number
(Use of Post Office or commercial mailbox for business address is a misdemeanor.)

City State Zip Code

Mailing Address Suite Number

City State Zip Code

Business Phone Cell Phone FAX

Seller's Permit No. Your E-mail Address
(If City of Tustin address, include copy of seller's permit showing Tustin location.)

Number of Employees at this location Your Web Address

Nature and Type of Goods Sold

If you are a landlord, provide a tenant roster.

State License No. Construction Class(es) Expiration Date

Business Activity (Please be specific)

Business Type (check one)

- Sole Ownership / Independent Contractor / Partnership
Corporation / Corporate Identification No. State
LLC Identification No. State

State Employer Identification No. Federal Identification No.

Tax and Revenue Code requires taxpayer identification, complete the following. If Corp/LLC, use Officer.

RESIDENCE ADDRESS OF RESPONSIBLE PARTY IS REQUIRED.

Name Driver's License No.

Residence Address

City State Zip Code Emergency Phone

If partnership, name partner below:

Name Driver's License No.

Residence Address

City State Zip Code Emergency Phone

Approximate Date of the Start of this business at this location in the City of Tustin

I hereby declare, under penalty of perjury, that the foregoing information is true and correct. As a condition for the issuance of the license applied for, I agree to submit any additional information that may be required and to conduct all phases of this business in conformance with all applicable laws, ordinances and regulations established for such business/profession. In addition, my signature serves to verify that I have been informed that this license renewal is due every January 1st and delinquent if not paid by the first day of February in any year in which business is conducted in the City of Tustin.

Signature Printed Name and Title Date

SEE TAX SCHEDULE ENCLOSED. MAKE CHECKS PAYABLE TO THE CITY OF TUSTIN.
ANY BUILDING CONSTRUCTION OR SIGN INSTALLATION WILL REQUIRE A BUILDING DEPARTMENT PERMIT.

Table with columns: OFFICE USE ONLY, PLNG, BLDG, WATER, FIRE, LETTER, RECEIPT OF FEES COLLECTED, ZONING, INITIALS, DATE, AMOUNT, CHECK #, DATE, INITIAL, 904

ANY VIOLATION OF THE TUSTIN CITY CODE AND/OR MISREPRESENTATION, FALSE, MISLEADING, OR INCOMPLETE ANSWERS ON THIS FORM MAY CAUSE THIS APPLICATION TO BE DENIED OR RESCINDED. FEES ARE NOT REFUNDABLE.

Business Name _____ Telephone _____

Approximate Square Footage of Business _____

Business Location _____

FILL IN THE PERCENTAGE OF EACH BUSINESS USE THAT APPLIES (BASED ON SQUARE FOOTAGE)—BASED ON 100 PERCENT, WHAT COMPRISES YOUR BUSINESS ACTIVITY. NUMBERS SHOULD ADD UP TO 100.

	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
	Office	Warehouse	Industrial/R&D	Retail	Wholesale	Service
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is your business address also your home address? If Yes, please complete the supplemental home occupation questionnaire.				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you operate a social club, dating service, or escort service?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you provide and/or arrange live entertainment?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you provide, arrange and/or produce adult entertainment and/or sell or rent adult oriented material?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you provide billiards, pool, bagatelle, bowling alleys, or more than five (5) pinball or electronic games?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is your firm a private patrol service?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does a patrol service work for you?				
		Name and address of service: _____				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your business have a security alarm system?				
		Name and address of alarm company: _____				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you provide massage therapy or operate a bath, sauna bath, or massage establishment?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your business sell, manufacture, or have mail order adult books, lingerie, toys, or novelties?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you operate an antique store or business that buys or sells used items? If Yes, please complete the supplemental used merchandise affidavit.				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you operate a business that involves pawn?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your business broker, buy, sell, or trade motorized vehicles?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your business sell, distribute, process, or cultivate marijuana in any form?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will any merchandise be displayed outside the building?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your business sell beer, wine, and/or other alcoholic beverages?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you sell firearms?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you adding or removing any doors, windows, walls, or partitions?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you modifying, adding, or removing any plumbing, mechanical, or electrical system?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will any accessory sheds, canopies, awnings, or other exterior structures be installed for this business?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be constructing any signs (temporary or permanent) outside the building?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be storing any materials outside the building?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be storing any commercial vehicles, tools, or equipment on-site?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you have any aboveground or underground tanks?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will water be used in your manufacturing or processing?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your business involve cooking on a commercial stove or fryer?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you installing a new commercial hood or fire protection system?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the business provide training or classes at your business location to anyone not employed by the business?				

If renting a building, office, or space, to whom will or do you pay rent? _____

Owner/Management Company Name _____

Address _____

Telephone _____

When does or will your current lease end? _____

How many units do you or will you lease at this location? _____

Yes No Will you be sharing this location with another business?

Your business location will be checked by the zoning, building, water, police, and fire departments. If you have any doubt that your business location, activity, and/or building does not conform with the requirements of the Municipal Code, please contact these departments for further information before filing this application or entering into a Lease Agreement.

I understand that this application and payment of tax does not license me to operate until I have fulfilled all the requirements of the Tustin Municipal Code.

I hereby certify under penalty of perjury that I have read and understand the above statements. (904)

Signature _____

Print Name and Title _____

Date _____

Driver's License No. _____



HOME OCCUPATION QUESTIONNAIRE

BUSINESS NAME _____

Type of Business _____

Describe Business Activity (in detail) _____

RESIDENCE TYPE (check which applies)

- Single Family
 Apartment
 Condo/duplex
 Mobile Home

BUSINESS ADDRESS _____

PHONE (_____) _____

BUSINESS SQUARE FOOTAGE:

Size of residence: _____ SF
 Size of work area: _____ SF
 Size of storage area: _____ SF
 Size of garage: _____ SF

PARKING:

Number of enclosed parking spaces _____
 Will the business (check one)
 Reduce Eliminate Cause no change to ...
 ... Garage parking

WORK AREA: (Check any which apply)

- Office area -inside residence
 Limited work area in garage
 Outdoor area (specify location)
 Other

STORAGE AREA: (Check any which apply)

- Limited storage area in garage
 Storage inside residence
 Storage area in accessory structure
 Other

WORK ACTIVITIES IN THE RESIDENCE:

- (Check any which apply)
 Service/office use -inside residence
 Assembly of product
 Manufacture of product
 Retail/wholesale location
 Other

BUSINESS VEHICLE(S):

- (Check which stored/parked on-site)
 Standard passenger vehicle/van # of vehicles _____
 Pickup truck w/out trailer # of vehicles _____
 Pickup truck with trailer # of vehicles _____
 Commercial (10,000 lb gross wt) # of vehicles _____
 Other

Specify types of all equipment to be used with this business _____

General comments or clarification concerning the operation of your business:

I understand that this application and payment of tax does not license me to operate until I have fulfilled the applicable requirements of the Tustin City Code. (Tustin City Code Section 9297)

- YES NO Will the business be conducted at any off-site locations.
- YES NO Will the business involve spray painting?
- YES NO Will the business involve the raising of fish or animals on the premises?
- YES NO Will the business involve the growing of crops, flowers, or herbs?
- YES NO Is this your only residence?
- YES NO Will you have any employees, including contract employees?
- YES NO If YES, will all employees be residents of the premises?
- YES NO If you will have employees who are not residents of the premises, will any of these employees conduct business at the premises or be dispatched "in person" from this location?
- YES NO Will any stock be stored at the residence? If YES, please indicate the type of stock to be stored, the approximate quantity, and where you intend to store it.
- YES NO Will any product or merchandise be brought or delivered to the residence? If YES, please indicate the type of merchandise.
- YES NO If work is done in the garage will the doors remain closed while work is in progress?
- YES NO Will clients, customers, students or patrons of the business frequent the residence?
- YES NO Will you receive truck deliveries, bulk mail or packages related to the home occupation an average of more than twice per week?
- YES NO Will noise be created which is audible beyond the premises?

A home occupation is defined as an occupation carried on wholly within a dwelling by an occupant of the dwelling, as a secondary use, in connection with which there is: No person employed who is not a resident of the premises, no exterior display, **no stock-in-trade or commodity** sold upon the premises. No mechanical or electrical equipment used except such as is customary for housekeeping purposes. No outside operations or storage. No alteration of the residential appearance of the premises, no alterations which negatively impact the health, safety or welfare of the general public or which emits smoke, dust fumes, odors, vibrations, glare or electrical disturbances onto any other premises, no activity which generates excessive pedestrian traffic or vehicular traffic or parking in excess of that otherwise normally found in the zone. No parking or use made of any vehicle over 3/4 ton carrying capacity (Tustin City Code Sections 9271gg and 9297).

I declare, under penalty of perjury, that the information contained in this supplemental questionnaire is, to the best of my knowledge, true and correct. I authorize the City, its agents and employees to verify the information contained in this questionnaire. (1-5-5)

BUSINESS PHONE

ADDRESS

PRINTED NAME and TITLE SIGNATURE DATE

EXHIBIT B
FINANCE DEPARTMENT

1) BUSINESS LICENSE TAX FEES

Every person who engages in business within the City of Tustin and/or has an established place of business within the City limits shall pay a license tax based upon the gross receipts of business done within the City, unless otherwise specified in the City Code) see enumerated business below). Gross receipts shall be based on the prior years' receipts, or in the case of a new business, calculated on current year's estimates.

Payment of business license fee and/or approval of business license does not waive or preclude any other licenses or permits required by Tustin City Code. The license tax period is calendar year January 1 through December 31. Pro-rated fees for new businesses are effective April 1, July 1 and October 1. For failure to pay the license tax when due, a penalty will be added of twenty-five percent (25%) of such license tax on the last day of each month after the due date thereof, provided that the amount of such penalty shall not exceed one hundred percent (100%) of the amount of the license tax due.

STATE FEE (SB 1186)

Per California Government Code Section 4467, all business license applications or renewals submitted or paid after December 31, 2017 will be subject to a state mandated \$4.00 State of California Disability Access and Education Fee.

ANNUAL GROSS RECEIPTS TABLE

\$0.00 TO \$25,000	\$25.00 + \$4 State Fee
\$25,001 TO \$100,000	\$40.00 + \$4 State Fee
\$100,001 TO \$200,000	\$50.00 + \$4 State Fee
\$200,001 TO \$300,000	\$60.00 + \$4 State Fee
\$300,001 TO \$600,000	\$80.00 + \$4 State Fee
\$600,001 TO OVER	\$100.00 + \$4 State Fee

ENUMERATED BUSINESSES

Ambulance (per vehicle)	\$25.00/vehicle plus \$4.00 State Fee
Amusement facilities and devices:	Contact License Clerk
Auction Sales	\$200.00 plus \$4.00 State Fee Plus \$50.00/auctioneer or \$25.00/day
Baths, steam rooms, pools, gymnasiums, and health clubs	\$35.00 plus \$4.00 State Fee
Bill posting (except billboards)	\$5.00/day plus \$4.00 State Fee
Building construction, A or B license (Annual)	\$80.00 plus \$4.00 State Fee
Building construction, C, D or HAZ (Annual)	\$40.00 plus \$4.00 State Fee

Buses	\$24.00 plus \$10.00 for each vehicle and \$4 State Fee
Day nursery or child care center	\$25.00 plus \$4.00 State Fee
Delivery by vehicle	\$25.00/vehicle plus \$4.00 State Fee
Fortune-telling	\$100.00* plus posted bond and \$4 State Fee
Hand bill or sample distribution	\$50.00 plus \$4.00 State Fee
Homes for the aged and rest homes:	
1 to 4 guests	\$15.00 plus \$4.00 State Fee
5 to 9 guests	\$25.00 plus \$4.00 State Fee
10 or more guests	\$35.00 plus \$4.00 State Fee
House movers	\$40.00 plus \$4.00 State Fee
Newspapers and magazine sellers or distributors	\$25.00 plus \$4.00 State Fee
Lawn care and gardeners (not state-licensed contractors)	\$25.00 plus \$4.00 State Fee
Outdoor advertising	Contact License Clerk
Pawn broker	\$100.00 plus \$4.00 State Fee
Private patrolman, detective agency, and security patrol	\$25.00 plus \$4.00 State Fee
Rental of real property, residential, commercial, or industrial:	
Fewer than four (4) rental units in the City	No Tax
Four (4) or more rental units in the City	\$25.00 plus \$4.00 State Fee
Plus for each unit in excess of four (4)	\$1.00
Rooming house or boarding house:	
Fewer than four (4) roomers or boarders	No Tax
4 to 9 roomers or boarders	\$25.00 plus \$4.00 State Fee
10 or more roomers or boarders	\$35.00 plus \$4.00 State Fee
Route sales or services (no established place of business in the City)	\$25.00/vehicle plus \$4.00 State Fee
Solicitors	Based on gross receipts earned in Tustin
Taxicabs/Limos	\$25.00 plus \$10.00/vehicle and \$4.00 State Fee
Trailer Parks/Mobile Home Parks:	
First four (4) spaces	\$25.00 plus \$4.00 State Fee
Additional spaces past four (4)	\$1.00
Transfer (except human passengers)	Contact License Clerk

STATE LICENSE CONTRACTOR

Fee Schedule	Jan-Mar	Apr-June	July-Sept	Oct-Dec
A or B License	\$80.00/yr	\$60.00	\$40.00	\$20.00
C License	\$40.00/yr	\$30.00	\$20.00	\$10.00
State Mandated Fee (SB1186)	\$ 4.00/yr	\$ 4.00	\$ 4.00	\$ 4.00

After March, fee is pro-rated; use amount under each Quarterly listing only for your license.

PRO-RATED FEE FOR BUSINESS STARTING APRIL 1 OR LATER

<u>Original Fee</u>	<u>as of April 1</u>	<u>as of July 1</u>	<u>as of October 1</u>
\$25.00*	\$18.75*	\$12.50*	\$6.25*
\$40.00*	\$30.00*	\$20.00*	\$10.00*
\$50.00*	\$37.50*	\$25.00*	\$12.50*
\$60.00*	\$45.00*	\$30.00*	\$15.00*
\$80.00*	\$60.00*	\$40.00*	\$20.00*
\$100.00*	\$75.00*	\$50.00*	\$25.00*

PENALTIES FOR LATE PAYMENT STARTING FEBRUARY 1

<u>Original Fee</u>	<u>as of February 1</u>	<u>as of March 1</u>	<u>as of April 1</u>	<u>as of May 1</u>
\$25.00*	\$31.25*	\$37.50*	\$43.75*	\$50.00*
\$40.00*	\$50.00*	\$60.00*	\$70.00*	\$80.00*
\$50.00*	\$62.50*	\$75.00*	\$87.50*	\$100.00*
\$60.00*	\$75.00*	\$90.00*	\$105.00*	\$120.00*
\$80.00*	\$100.00*	\$120.00*	\$140.00*	\$160.00*
\$100.00*	\$125.00*	\$150.00*	\$175.00*	\$200.00*

*MUST ADD THE STATE FEE OF \$4.00 TO THE TOTAL

RESOLUTION NO. 08-60

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUSTIN
AMENDING THE CITY-WIDE COMPREHENSIVE SCHEDULE OF
FEES AND REPEALING RESOLUTION
NO. 07-60

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUSTIN AS FOLLOWS:

Section 1: The City Council hereby, finds, determines and declares as follows:

- A. For the convenience of the public it is desirable to gather in a single document a comprehensive list of fees and service charges imposed by the City for City services.
- B. The document known as the "Comprehensive Schedule of Fees," is attached to this resolution and is made a part hereof by this reference. Each fee or service charge is identified under second column. New or increased fees or charges are shown in bold.
- C. In developing new or increased fees for the Comprehensive Schedule of Fees, the Parks and Recreation, Community Development, and Public Works analyzed the cost to administer the various programs, activities and applications for which the City proposes to charge new or increased fees or service charges. The proposed new and increased fees or charges do not exceed the estimated cost of service for which the fees or charges are levied.
- D. It is not its intention to repeal previously adopted fees and adopt new fees of exactly the same amount, but is simply repeating these fees with the Resolution so that the Fee Schedule can be a comprehensive source of City fees and service charges.
- E. Charges subject to Proposition 218 are adopted separately, but will be incorporated into said resolution after approval for the use and convenience of the public and city staff.

Section 2: The Comprehensive Schedule of Fees is hereby adopted. Each fee or service charge set forth in this Resolution and shall be levied until further resolution of this Council.

Section 3: This Resolution supersedes all prior resolutions on the same subjects including but not limited to City Council Resolution No. 07-60

Section 4: If any charge, fee, service charge, section, subsection, sentence, clause, phrase or word of this Resolution is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council hereby declares that it would have passed and adopted this Resolution, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

Section 5: That except as may be stated otherwise above, this Resolution shall be operative from and after adoption of resolution.

ADOPTED this 2nd day of September, 2008.


JERRY AMANTE,
Mayor


PAMELA STOKER,
City Clerk

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF TUSTIN)

I, Pamela Stoker, City Clerk and ex-officio Clerk of the City Council of the City of Tustin, California, do hereby certify that the whole number of the members of the City Council of the City of Tustin is five; that the above and foregoing Resolution No. 08-60 was duly passed and adopted at a regular meeting of the Tustin City Council, held on the 2nd day of September, 2008 by the following vote:

COUNCILMEMBER AYES:	<u>Amantea, Davert, Bonet, Kawashima, Palmer</u>	<u>(5)</u>
COUNCILMEMBER NOES:	<u>None</u>	<u>(0)</u>
COUNCILMEMBER ABSTAINED:	<u>None</u>	<u>(0)</u>
COUNCILMEMBER ABSENT:	<u>None</u>	<u>(0)</u>


PAMELA STOKER,
City Clerk