



**CITY OF REEDLEY**  
**Business License Application**  
**Contractor, Local, Commercial and Residential Businesses**  
City Hall - Administrative Services Department  
845 G. Street  
Reedley, CA. 93654  
(559) 637-4200

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Thank you for your interest in starting your business in the City of Reedley!

If your business will be located **inside** the City limits of Reedley, please contact the Planning and Building Department for any Zoning and Building Permit requirements prior to submitting your Business License Application. **Prior to submitting your payment and application to the Administrative Services Department, please have the Planning/Zoning Department sign off on your completed application.**

For Contractor applicants, please contact the Building Department for permit issues prior to submitting your Business License Application.

- Building Department: (559) 637-4200 Ext. 225
- Planning/Zoning: (559)637-4200 Ext. 222

All Contractors will turn in their completed application to the Building Department at:

- 1733 9<sup>th</sup> Street  
Reedley, CA 93654

All other businesses inside or outside of City limits will turn in their completed application to the Administrative Services Department at:

- 845 G. Street  
Reedley, CA 93654

In this packet you will find the following documents:

1. Documentation Checklist – Please make sure that you have all of the required documents prior to submitting your application
2. General Business License Information
3. Questionnaire – please fill out if your business is located **inside** of City limits
4. Application – Please fill out in black or blue ink only and print (except where signature is required). Fill in all blanks. If a section does not apply, then please write N/A for not applicable
5. Contact list for businesses
6. City Ordinance

**BUSINESS LICENSE – DOCUMENTATION LIST**  
**PLEASE ATTACH COPIES OF THE ITEMS BELOW WITH YOUR APPLICATION**

**SOLE OWNERSHIP / PARTNERSHIP/ CORPORATION OF LLC (LIMITED LIABILITY COMPANY)**

1. Copy of any of the following forms of Personal Identification
  - California Driver's License;
  - California Identification Number;
  - Individual Taxpayer Identification Number (ITIN); or
  - Municipal Identification Number

**\*\* If a partnership, please provide a form of personal identification for each partner**
2. Verification of Resale Permit. Address on the Resale Permit must match the location of the business
  - Resale Permit Information can be found at the following link:  
<http://www.cdfta.ca.gov/formspubs/pubs/pub107/>

**NON-PROFIT ORGANIZATION**

1. Proof of non-profit status (501.c), Corporation Number

**ICE CREAM AND MOBILE FOOD VENDORS**

1. Copy of Driver's License (Only required if driving a street legal vehicle)
2. Copy of any of the following forms of Personal Identification
  - California Driver's License;
  - California Identification Number;
  - Individual Taxpayer Identification Number (ITIN); or
  - Municipal Identification Number
3. Vehicle Inspection by the Reedley Police Department (Required for street legal vehicles only)
4. Copy of current Annual Fresno County Food Facility Inspection Report
5. Public Liability Insurance of \$1,000,000 naming the City of Reedley as "additional insured."
6. Verification of Resale Permit. Address on the Resale Permit must match the location of the business
  - Resale Permit Information can be found at the following link:  
<http://www.cdfta.ca.gov/formspubs/pubs/pub107/>

**DOOR – TO – DOOR SOLICITING**

City of Reedley Business License is required. Contact Reedley Police Department for door-to-door requirements at (559) 637-4250. Reference Ordinance No. 5-5-1 through 5-5-4

**CAR WASH REGISTRATION FOR NEW APPLICANTS**

Contact: State of California/Division of Labor, Licensing and Registration  
Unit 455 Golden Gate Ave, 9<sup>th</sup> Floor  
San Francisco, CA 94102  
(415) 703-5640  
[www.dir.ca.gov/t8/ch6sb11.html](http://www.dir.ca.gov/t8/ch6sb11.html)

## Vendors who must hold a seller's permit

People who sell new or used merchandise in California, including handcrafts, are generally required to hold a seller's permit. Vendors who are required to hold permits must give you, in writing; their name and seller's permit number (a typical permit number begins with the letters SR followed by two or three more letters and an eight- or nine-digit number, for example: SR-KHE-12-345678 or SR-AR-100-987654). Although it is not required, you may wish to obtain a copy of each vendor's seller's permit for your files.

## Sellers who are not required to hold a seller's permit

Certain sellers at your event may *not* be required to hold a seller's permit. Those sellers must:

- Provide you, in writing, their name, address, telephone number, and driver license number (or state ID number), along with the name of the issuing state; and
- State, in writing, that they do not need a seller's permit because:
  - 1.They are an occasional seller;
  - 2.All of their retail sales are tax exempt;
  - 3.They sell only items purchased from *section 6015 retailers*; or
  - 4.They are a *qualified itinerant vendor*.

Sellers who fall under conditions 2, 3, or 4 must describe the items they sell and state that they do not have to pay tax on those sales.

***Vendors who make only exempt sales.*** Some sellers are not required to hold a seller's permit because all of their sales are exempt from sales and use tax. For example, vendors who sell only fresh produce or other cold food products "to go" do not need seller's permits. However, cold food vendors do need a seller's permit if they sell:

- 1.Food to be consumed in places where admission is charged,
- 2.Carbonated or alcoholic beverages, or
- 3.Provide tables, chairs, counters, or other dining facilities for their customers.

***Occasional sellers.*** Due to the number, scope, and character of their selling activities, some vendors are not considered to be in the business of selling merchandise and are not required to hold a seller's permit. For example, a person who occasionally clears the family garage of used items and sells only those items could qualify as an occasional seller.

***Vendors who sell products purchased from section 6015 retailers (multilevel marketing retailers).*** Some sellers are not required to hold a seller's permit because they sell only products purchased from dealers we have approved as section 6015 retailers. For example, people who sell new Avon or Tupperware usually buy those items from section 6015 retailers (see "Section 6015 Retailer" information on [BOE-410-D](#), *Swap Meets, Flea Markets, or Special Events*)

*Certification*, discussed below).

**Qualified itinerant vendors.** From April 1, 2010, through December 31, 2011, some U.S. veterans are considered “qualified itinerant vendors” and are the consumers of the products they sell under certain conditions. As consumers, qualified itinerant vendors are not required to hold a seller’s permit. There are some exceptions. Itinerant veteran vendors who are engaged in the catering or vending machine business, or who sell alcoholic beverages or single items for more than \$100, are generally required to obtain a seller’s permit. If vendors at your event are not sure whether they need a seller’s permit or whether their sales are taxable, they should contact our Taxpayer Information Section for help at 800-400-7115, weekdays from 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays.

### **Form available for your use**

For your convenience, a [BOE-410-D](#), *Swap Meets, Flea Markets, or Special Events Certification*, may be used for individual seller documentation. The form is available on our website, or you may contact our Taxpayer Information Section. If you choose not to use the form, please be sure that you still obtain all of the required seller information, in writing.

### **Maintaining adequate records**

You must retain copies of seller verification documents for at least four years.

### **Our representatives visit both weekday and weekend events to verify compliance**

Our representatives periodically visit selling events to verify that operators have complied with the legal requirements described in this publication. The representatives may also check to see that vendors making taxable sales are displaying their seller’s permits as required by law.

### **We may require you to provide seller information**

We may ask you to provide lists of all sellers who conduct activities on premises you own or control. You must supply the lists or copies of individual seller verification documents within 30 days of our written request. We will verify the information you provide and let you know if any of the vendors at your event incorrectly represented their seller’s permit status. You should not rent space to those vendors until we notify you that they hold a valid seller’s permit.

### **Seller’s permit verification services available**

To verify whether a vendor has a valid seller’s permit, you can use our website under “[Verify a Permit or License](#)” (you must have the seller’s permit number that you want to verify). You may also call 888-225-5263. To verify a seller’s permit by telephone you’ll need the permit number, business name, business address, and business owner’s name.



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If located **inside** City Limits, please fill out the following questionnaire and turn in with your application:

1. Has work on the building been started or completed for the business?  
Yes  
No
2. Will changes be made to the building such as the moving of walls or the construction of new walls?  
Yes  
No
3. Will the building be remodeled with new lighting, electric outlets or plumbing?  
Yes  
No
4. Will a new sign be installed?  
Yes  
No
5. What kind of business occupied this location before? \_\_\_\_\_
6. Is this a home-based business?  
Yes  
No  
If yes, a Home Occupation Permit is required.



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EFFECTIVE DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

(Business License Certificate can accommodate up to 30 characters and spaces)

BUSINESS OWNER: \_\_\_\_\_

Business Address: \_\_\_\_\_ Suite / Apt # \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip: \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_

(List address where each individual consents to receive service of process per AB2184, Sec. 16000.1(a)(2) and 16100.1(a)(2))

MAILING ADDRESS (if different from the Service of Process Address/Business Address)

Address: \_\_\_\_\_ Suite / Apt # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Emergency Phone Number: ( ) \_\_\_\_\_

DESCRIPTION OF BUSINESS / USE: \_\_\_\_\_ Food Prep Facility?(Circle one): Yes or No

**NOT PUBLIC INFORMATION**

Owner's Name: \_\_\_\_\_

Social Security/Driver's License # or Other ID: \_\_\_\_\_

Service of Process Address: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Contact Person of Business: \_\_\_\_\_

**TAX INFORMATION:**

Sole Ownership      Partnership      Corporation      LLC      Non Profit/Exempt

Fed Tax ID: \_\_\_\_\_ State Tax ID: \_\_\_\_\_

State Board of Equalization # (Resale Permit): \_\_\_\_\_ Corporate Phone: ( ) \_\_\_\_\_

STATE LICENSED CONTRACTOR Contractor's License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

- State Contractor's Classification Code: \_\_\_\_\_
- Worker's Comp Carrier: \_\_\_\_\_
- Worker's Comp Policy Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

I certify the above information to be true and correct to the best of my knowledge. I understand that it is my responsibility to be in compliance with the requirements of the City of Reedley and any other governmental agencies affecting operation of this business. I understand that the Building Department must be contacted prior to the beginning of any work.

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

**Office Use Only**

(Outside City Limits Only) Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Verified: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official Verification of Contractor's License: \_\_\_\_\_ Date: \_\_\_\_\_



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**ASD Use Only**

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If the business is located **outside** of City limits, please have the application approved by the Assistant City Manager or Accounting Manager

If located **inside** of City Limits please do not accept the Business License Application or payment without verifying if the applicant has met with CDD.

1. Did CDD sign off on the application?

Yes

No

If no, please see CDD before continuing with the application and accepting payment

2. Was there an Admin. Review conducted by CDD?

Yes

No

If no, please ask CDD if the business will need an Admin. Review prior to accepting the application and processing their payment

3. Did the applicant use a residential address as their business location or mailing address?

Yes

No

If yes, please verify with CDD if they need a Home Occupation Permit prior to accepting the application and processing their payment

4. If the applicant needs to pay for their Admin. Review or Home Occupation Permit, please use an "S" Code and code the receipt to ZONEF

Once all requirements are met please proceed to the following prompts:

1. Make copies of the required documents. Refer to Documentation Checklist
2. Charge the customer their Business License Fees and attach a copy of the receipt with the application
3. Receipt #: \_\_\_\_\_
4. Will the business need utilities at the property?

Yes

No

If yes, follow the same procedure for a new utility account with the exception that their deposit will be equal to three months of service for a commercial account





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5. Is the business a food prep facility?

Yes

No

If yes, please give the business owner a Fats, Oils & Grease (FOG) application.

Please explain to the business owner that they will be billed for the initial FOG Inspection Fee and \$35.00 every January that they are in business. Fees are prorated, so please refer to the FOG Fee Schedule for their first initial fee.

6. Is the business located in the Downtown Streetscape District? Refer to Streetscape Map to clarify

Yes

No

○ If yes, please give the business owner a Streetscape packet and explain that because their business is located in the downtown district they will be responsible for a quarterly fee of \$49.50. Their initial fee will be prorated based on what month they start during the quarter

○ If the business will be responsible for FOG and/or Streetscape, please let the business owner know that their Business License will not be mailed to them until all of their initial fees are paid.

○ If the business owner would like to pay all of their fees at once, please apply their fees to the following revenue accounts:

▪ FOG Fees to 052-3672

▪ Streetscape Fees to 034-3640

○ Reference the business name in the comments section of the receipt and attach the receipt to the application

7. Once fees have been paid, please place the application with all of the necessary documents in the business license inbox for processing





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**GENERAL BUSINESS LICENSE INFORMATION**

Fee Schedule:

1. Business License Application Fee:	<u>\$100.00</u>
2. <u>Business License Tax:</u>	<u>\$</u>
<i>The month your business <u>started</u>:</i>	
• July - Sept, please add .....	\$75.00
• Oct.-Dec, please add .....	\$56.25
• Jan.-March, please add .....	\$37.50
• April-June , please add .....	\$18.75
3. Annual Business License Application/Renewal Fee	<u>\$ 25.00</u>
4. \$4.00 SB-1186	<u>\$ 4.00</u>
TOTAL DUE: (total of #1, #2, #3 & #4)	\$ _____
Other Fees:	
5. Change of Location	<u>\$25.00</u>
6. Additional Decals	<u>\$10.00</u>

No license shall be issued under the provisions of the Business License Chapter until the applicant has complied with all of the provisions of the Building Code, the Fire Prevention Code, and the Zoning Ordinance and when applicable, the rules and regulations of the Police Department and Fresno County Health and Environmental Department.

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a State fee of \$1 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 constructions-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with Federal and State Disability Laws, as specified.



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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:

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

Your license will expire on June 30<sup>th</sup>, whereby you will be billed automatically for the new Fiscal Year, July 1 through June 30<sup>th</sup>, at the current corresponding rate. Any business conducted on July 1<sup>st</sup> will be considered an active business therefore all business license fees are applicable.

You will receive your license after all City fees have been paid. Failure to pay your license fee within thirty (30) days from the billing date will result in penalty fees assessed each month at the rate of 20% of the balance due.

If your business is located inside the City limits of Reedley, your annual business license renewal may not be processed if there are outstanding invoices due to the City, i.e: Streetscape, FOG and/or Administrative Citations. Please pay these promptly before you renew your Business License.

A new application must be submitted whenever there is a change in ownership or business name change. Please notify this office immediately if there are any changes in the mailing address or operating status of your business.

Change of physical location only: If your business has changed its physical location, please submit a new Business License Application along with your payment of \$25.00. Please include a brief statement of the change with previous address and new location.

## CONTACT LIST FOR BUSINESSES

(If your business is located in Reedley, please contact the Planning and Building departments listed below before submitting your business license application for any zoning or building permit issues.)

Zoning Ordinance Info	Planning Dept/Community Development 1733 9 <sup>th</sup> Street, Reedley	(559) 637-4200 Ext 222
Building Code Info	Building Dept. 1733 9 <sup>th</sup> Street, Reedley CA	(559) 637-4200 Ext 225
Door-To-Door Soliciting	Reedley Police Dept. 843 G Street, Reedley CA 93654	(559) 637-4200 Ext 243
Sales Tax Permit (Resale Permit)	State Board of Equalization Fresno Branch 8050 North Palm Ave, Suite 205 Fresno CA 93711	(559) 440-5330
State Employer ID #	Employment Development Dept. <a href="http://www.edd.ca.gov">www.edd.ca.gov</a>	(916) 654-8706

### Telephone Registration:

You can also register by telephone by calling EDD's Tele-Reg service at (916) 654-8706. Please make sure to have a completed DE 1 registration form available when you call. You will receive your EDD employer account number over the telephone and your new employer packet by mail.

Federal Employer's ID Number	Internal Revenue Service 2525 Capitol St <b>Fresno, CA 93721</b> <a href="http://www.irs.gov">www.irs.gov</a>	(559) 454-6671
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**Business & Specialty Tax Line at (800) 829-4933** The hours of operation are **7:00 a.m. - 10:00 p.m. local time, Monday through Friday**

Fictitious Business Name Filing	Fresno County Clerk 2221 Kern St. Fresno, CA M-F, 7a.m.-4p.m	(559) 488-3003
Fresno Co. Health Dept.	Health & Environmental Dept. 1221 Fulton, 3 <sup>rd</sup> Floor Fresno, CA 93721	(559) 600--3357

The above list is only a list of those agencies whose regulations pertain to most businesses in general. It is the responsibility of each business to research special State or County requirements for specific types of businesses and to fulfill those requirements prior to obtaining a City of Reedley business license.