

BUSINESS LICENSE APPLICATION CHECKLIST

Step 1: City Application

- FY 2023/24 Application for City Business License (*Page 1*)
 - Is your application complete, including **Anticipated Gross Receipts** for the NEW fiscal year and **information for all applicable licenses/permits?**
 - Did you sign the application?
- Emergency Notification Form (*Page 2*)
 - Complete only if your business is located in Soledad
- Home Occupation Regulations (*Page 3*)
 - Complete only if you have a home-based business

Step 2: Applicable Documentation (copies accepted)

- Seller's Permit** from the State Board of Equalization is required if your business operations involve the sale of retail or wholesale tangible property.
- Cigarette & Tobacco License** from the State Board of Equalization is required if your business operations involve the sale of cigarette or tobacco products.
- ABC License** from the Alcoholic Beverage Control Board is required if your business operations involve the sale of alcoholic beverages.
- Fictitious Business Name** from the Monterey County Recorder's Office if the name of your business name does not include the surname (family name or last name) of the individual owner and each of the partners **or** the nature of the business is not clearly evident by the name. (Examples: John Smith Plumbing or Smith Plumbing – is acceptable. John's Plumbing – is not acceptable and will require a Fictitious Business Statement.)
- Contractor's License** from the Contractors State License Board (CSLB) is required for ALL businesses or individuals who construct or alter any building, highway, road, parking facility, railroad, excavation, or other structure in California, if the total cost (labor and materials) of one or more contracts on the project is \$500 or more.
- Health Permit** from the Monterey County Health Department if your business engages in the processing, manufacturing, packing, preparing or selling, whether at wholesale or retail, including the vending by machines, any food or beverage for human consumption, and if you engage in the business of public laundry, barbershop, laundromat, beauty shop, bathhouse or tattoo parlor.
- Proof of Corporation, LP or LLC** from the California Secretary of State if your business is incorporated.
- Proof of Exemption** from the Internal Revenue Service if your business is a charitable non-profit business, exempt from business license fee requirements.
- Other License(s) or Certificate(s)** from the State of California Department of Consumer Affairs, or other organization(s), as required for profession.

Step 3: Submittal

- Submit complete application packet and all applicable documents to:
City of Soledad, P.O. Box 156, or 248 Main Street, Soledad, CA 93960



FY 2023/24
 CITY OF SOLEDAD, CALIFORNIA
 P.O. BOX 156, SOLEDAD, CA 93960

NEW ___ RENEWAL ___
 BL# _____

APPLICATION FOR CITY BUSINESS LICENSE

This license is required pursuant to Section 5.04 of the Soledad Municipal Code. It is the business's responsibility to notify the City immediately if there are any changes to the business entity from the information submitted on this application and is also the business's responsibility to renew the business license each fiscal year.

Business Name:		Contact Name:		
Location Address:	City:	State:	Zip:	Business Phone:
Mailing Address:	City:	State:	Zip:	Home Phone:
Driver's License#:	Email Address:		Federal Tax ID #/Social Security #:	
Kind of Business:		Please check business type: Section: _____ Manufacturing___Retail___Service___Wholesale___Contractor ___Sub-Contractor___Other:		

Ownership Status: Individual Partnership Corporation

If Individual/Partnership, Owner:

ALL APPLICABLE LICENSE NUMBERS AND EXPIRATIONS BELOW NEED TO BE COMPLETED OR THE APPLICATION WILL BE RETURNED AS INCOMPLETE. You may submit copies of licenses if preferred.

Applicable License/Permit: ABC License # _____ Seller's Permit# _____
 Fictitious Business Lic # _____ EXP: _____ Contractors Lic # _____ EXP: _____
 Health Department Permit # _____ Other: _____

Anticipated Gross Receipts (for business conducted within the city of Soledad) for Fiscal Year 23/24 (7/1/23-6/30/24):
 \$ _____

PLEASE COMPLETE IF APPLICABLE			
Coin Operated Vending Machines (Includes Pinball, Candy, Jukeboxes, Laundry Equipment, etc...)	Number of Rental Units, Rooms or Apartments	Number of Trailer Spaces	Other, Specify: (Card Tables, Pool Tables, Salon Chairs)

I declare, under the penalty of making a false declaration, that I am authorized to complete this form to the best of my knowledge and belief it is true, and correct, and complete statement, made in good faith. I understand and agree that the granting of this license requires my compliance with all applicable City of Soledad Municipal Code provisions, state laws and all conditions set forth above. **Penalties will be added for failure to pay license tax when due. (S.M.C. Section 5.04.180, 5.04.190) INCOMPLETE APPLICATIONS WILL BE RETURNED**

Signature of Applicant: _____ **Date:** _____

FOR OFFICE USE ONLY:				
LICENSE #:	DATE ISSUED:	RECEIPT #:	FEE: \$	EXPIRATION DATE:

EMERGENCY NOTIFICATION FORM

Dear Business Applicant:

The City of Soledad is seeking your cooperation in providing better emergency services within the community. Please provide the following information and return it with your business license application. Please type or print clearly.

Emergency Notification: Please prioritize names below of those who can be contacted 24 hours a day in case of emergency or other problems.

Name:	Address:	Phone Number:
Building Owner:	Address:	Phone Number:
Alarm Type:		
Contractor:	Location of Alarm:	
Phone Number:		

Please indicate any area of concern regarding security, hazardous materials, or law enforcement in the space provided below:

Thank you for your cooperation in assisting the City to provide better service to you and the community as a whole.

For Office Use Only:
 DISTRIBUTION: (Circle Appropriate Department)

Finance Community Development Police Fire
 Public Works Other: _____



**HOME OCCUPATION REGULATIONS
SOLEDAD MUNICIPAL CODE
SECTION 17.38.140**

The following are the conditions for the operation of a Home Occupation as required by the City Ordinance entitled, Home Occupations (Section 17.38.140). Violation for these conditions can lead to the cancellation of a business license and/or the issuance of a citation for violation of said City Ordinance.

- A. There shall be no employment of help other than the members of the resident family.
- B. There shall be no use of material or mechanical equipment not recognized as being part of normal household or hobby uses.
- C. Except when actually being shown to business visitors for the purpose of sale, all goods and merchandise held for sale shall be stored in a closed closet or compartment on the premises, located either in the dwelling unit or in an accessory structure, having an interior capacity of more than 960 square feet.
- D. The use shall not generate pedestrian or vehicular traffic or vehicle parking beyond the normal to the district in which it is located.
- E. It shall not involve the use of commercial vehicles for delivery of materials to or from the premises other than a vehicle not to exceed one ton capacity, owned by the operator of such home occupations, which shall be stored in an entirely enclosed garage.
- F. There shall not be any generation of noise, light, odor, vibration, or electrical interference beyond the property line of the subject property.

I have read and understand the regulation for the operation of a Home Occupation Business License.

Name

Date

Property Address

License No.

Date Issued

CITY OF SOLEDAD
SCHEDULE OF RATES FOR BUSINESS LICENSES

In general, City of Soledad Business License rates are based upon the gross receipts resulting from the operation of the business in accordance with various scales. There are major categories that have different scales. Below are some of the categories and partial scales - for the complete list of rates and the business categories, please see our Business License code Section 5.04 BUSINESS LICENSE TAX, and subsection 5.04.200 - Schedule of rates - Gross receipts basis generally (A - K). Section 5.04.220 Schedule of rates - Flat-rate basis (A-V). They are posted on our website. Below are some of the more common schedules with their respective rate tables (partially - the entire list is on the website).

IF YOU WOULD LIKE TO MAIL PAYMENT IN WITH YOUR APPLICATION:

As an alternative to figuring out your category and rate schedule, you may call City Hall at 831/223-5000 prior to sending in your application so that they can tell you verbally what your license renewal will be. That will save you having to send in the application and then wait for an invoice. You will only be mailed an invoice if there's a payment shortage. It will speed up the process of getting your license renewal out to you.

5.04.200 A Unspecified Businesses

Plus \$4.00 SB 1186 fee

Gross Receipt	At least	\$	1	But less than	\$	45,000	the License Tax is	\$	40.00	\$	44.00
		\$	45,000		\$	65,000		\$	55.00	\$	59.00
		\$	65,000		\$	85,000		\$	75.00	\$	79.00
		\$	85,000		\$	105,000		\$	95.00	\$	99.00
		\$	105,000		\$	125,000		\$	115.00	\$	119.00
		\$	125,000		\$	150,000		\$	137.50	\$	141.50

see website for continuation of the rate scale

5.04.200 B. Specified Businesses

There are 83 businesses listed in the code as "Specified". Below are just a few of them - please see the complete list on the website or call City Hall for questions.

- | | |
|-----------------------------|----------------------|
| Accountant | Engineer |
| Architect | Funeral director |
| Brokers | Income tax expert |
| Chiropractor | Janitor |
| Civil engineer | Lab technician |
| Cleaning buildings, windows | Landscape architect |
| Dentist | Mechanical engineer |
| Dermatologist | Optician Optometrist |
| Doctor | Orthopedist |
| Employment agent | Physician |
| Electrical engineer | Structural engineer |
| | Veterinarian |

Plus \$4.00 SB 1186 fee

Gross Receipt	At least	\$	1	But less than	\$	20,000	the License Tax is	\$	40.00	\$	44.00
		\$	20,000		\$	30,000		\$	62.50	\$	66.50
		\$	30,000		\$	40,000		\$	87.50	\$	91.50
		\$	40,000		\$	50,000		\$	112.50	\$	116.50
		\$	50,000		\$	70,000		\$	150.00	\$	154.00
		\$	70,000		\$	90,000		\$	200.00	\$	204.00
		\$	90,000		\$	110,000		\$	250.00	\$	254.00
		\$	110,000		\$	140,000		\$	312.50	\$	316.50

see website for continuation of the rate scale

5.04.200 D Retail Business Generally

Gross Receipt	At least	\$	1	But less than	\$	45,000	the License Tax is	\$	40.00	\$	44.00
		\$	45,000		\$	65,000		\$	55.00	\$	59.00
		\$	65,000		\$	85,000		\$	75.00	\$	79.00
		\$	85,000		\$	105,000		\$	95.00	\$	99.00
		\$	105,000		\$	125,000		\$	115.00	\$	119.00
		\$	125,000		\$	150,000		\$	137.50	\$	141.50
		\$	150,000		\$	175,000		\$	162.50	\$	166.50
		\$	175,000		\$	200,000		\$	187.50	\$	191.50
		\$	200,000		\$	230,000		\$	215.00	\$	219.00
		\$	230,000		\$	260,000		\$	245.00	\$	249.00
		\$	260,000		\$	300,000		\$	280.00	\$	284.00
		\$	300,000		\$	350,000		\$	325.00	\$	329.00

see website for continuation of the rate scale

5.04.200 F. General engineering or building contractor, plumbing, electrical or roofing contractor, or other specialty contractor (on contracts performed within the city)

Gross Receipt	At least	\$	1	But less than	\$	100,000	the License Tax is	\$	40.00	\$	44.00
		\$	100,000		\$	150,000		\$	62.50	\$	66.50
		\$	150,000		\$	200,000		\$	87.50	\$	91.50
		\$	200,000		\$	250,000		\$	112.50	\$	116.50
		\$	250,000		\$	300,000		\$	137.50	\$	141.50
		\$	300,000		\$	350,000		\$	162.50	\$	166.50
		\$	350,000		\$	400,000		\$	187.50	\$	191.50
		\$	400,000		\$	450,000		\$	212.50	\$	216.50
		\$	450,000		\$	500,000		\$	237.50	\$	241.50
		\$	500,000		\$	600,000		\$	275.00	\$	279.00
		\$	600,000		\$	700,000		\$	325.00	\$	329.00
		\$	700,000		\$	800,000		\$	375.00	\$	379.00

see website for continuation of the rate scale

5.04.220 E. Barbershops and Beauty Shops

Every person engaging in the business of conducting, maintaining or carrying on a barber or beauty shop shall pay a license tax of \$40 per year, plus \$10 for every chair in excess of three. (plus \$4 SB 1186 fee required by State law)

5.04.220 N Hotels, Rooming houses and Motel Rooms

1 to 15 units	\$	40	+ \$4 fee =	\$	44
16 to 25 units	\$	50	+ \$4 fee =	\$	54
26 to 70 units	\$	75	+ \$4 fee =	\$	79
Over 70 units	\$	150	+ \$4 fee =	\$	154

5.04.220 O House Trailer and Mobile Home Parks (for rental spaces over 4)

5 to 19 spaces	\$	40	+ \$4 fee =	\$	44
20 to 29 spaces	\$	50	+ \$4 fee =	\$	54
30 to 39 spaces	\$	60	+ \$4 fee =	\$	64
40 to 49 spaces	\$	70	+ \$4 fee =	\$	74
50 to 75 spaces	\$	90	+ \$4 fee =	\$	94
Over 75 spaces	\$	110	+ \$4 fee =	\$	114

THIS RECAP OF THE SCHEDULES OF RATES FOR VARIOUS BUSINESSES IS NOT INTENDED TO BE A COMPLETE LIST. PLEASE SEE THE ENTIRE CODE ON OUR WEBSITE (cityofsoledad.com) OR CALL CITY HALL FOR ASSISTANCE. 223-5000 M-F, 8-5 (CLOSED 12-1)