

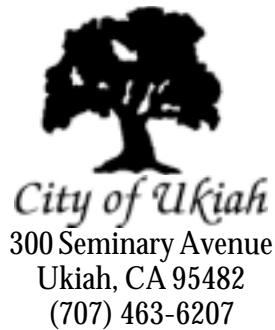
Welcome to the City of Ukiah Business Community

Dear Valued Customer,

The issuance of the City of Ukiah Business License Certificate does not authorize you to operate your business until the Planning Department, Fire Marshall and Building Inspector have approved the building for use at your desired location.

Through this application process, if an inspection is required, you will be contacted by the Building Inspector and Fire Marshall to have your location inspected within the next 4 weeks. Additional permits and related charges may apply. (C of U Municipal Code, Sections 2112,2113 and 2114.)

Thank you



Welcome to the City of Ukiah Business Community

If you are a business owner for the first time, the following information may be helpful and answer some of the most frequently asked questions about starting a business.

All businesses operating within City limits must apply for a City Business License, even those who currently have a County License. Applications may be obtained at the City of Ukiah Administrative Office located at 300 Seminary Ave., Ukiah or by calling (707) 463-6202.

City of Ukiah

Business License Permit: For most businesses the Business License Permit is based on gross receipts for one calendar year and the type of business you are operating. Gross Receipts include the total amount of sale, service or transaction. Exclusions include: 1). Cash discounts taken on sales; 2). Sales or Use Tax paid by purchases; 3). Refunds of cash on credit; 4). Amounts collected for others as agent or trustee, to the extent paid to the person for whom collected; 5). Amounts paid by contractors to sub-contractors, provided: a). The sub-contractors are licensed, and b). Name, address, and amount of payment is furnished to the Directory of Finance (Municipal Code Section 2102).

Field Inspection and Application Processing Fees: It may be necessary for the location of your business to undergo an inspection/investigation by our Planning Dept., Building Inspector and Fire Marshall. An Application Processing Fee, in addition to the business license permit of \$40.00 is collected at the time of application. If your business does not require a field inspection the application processing fee is \$10.00. The annual renewal administration fee is \$5.00 in addition to the Business License Tax (Municipal Code Section 2130.G).

Downtown Improvement District: If your business is located within the downtown improvement district, there is an additional fee that is collected by the City of Ukiah with your business license fee. This fee is used by the Main Street Program for decoration of public area; promotion of events and promotion of businesses. The Downtown Improvement District fee is equal to your business license permit, however the DID fee shall not exceed \$250.00 (business license fees do not have a maximum). You may call Main St. Program at (707) 463-6729 for further information regarding the use of these funds or their meeting schedules.

Mendocino County and City of Ukiah

Fictitious Business Name Filing: This process is completed through the Mendocino County offices located at 501 Low Gap Road, Ukiah, CA 95482. Questions regarding filing needs to be directed to the County Clerk Recorder at (707) 463-4370.

Resale Number: This number may be required for purchasing supplies from a wholesaler. To verify if your business needs a resale number, you may obtain additional information from the State Board of Equalization at 1 (800) 432-2829. The nearest office is located in Santa Rosa.

Health Permit: If you are marketing a food item, a health permit is required. You may obtain these permits through the Mendocino County Environmental Department, 501 Low Gap Rd., Ukiah, CA 95482 – or call (707) 463-4476. **A CITY OF UKIAH BUSINESS LICENSE WILL NOT BE ISSUED UNTIL A COPY OF THE HEALTH PERMIT IS RECEIVED IN OUR OFFICE.** (Pursuant to City of Ukiah Municipal Code Sections 2600 and 2602).

Chamber of Commerce: The Ukiah Chamber of Commerce is located at the Ukiah Conference Center, 200 S. School St, Ukiah, CA 95482. You may call (707) 462-4705 for membership information.

For further questions regarding Business Licenses, please call (707) 463-6202.

OPERATION: All licenses for gross receipt businesses are considered annual for the calendar year from January 1st through December 30th. Renewal notices are sent from our offices during the latter part of December for reporting gross receipts for that calendar year. Once your fee is calculated, a statement will be issued. License fees are considered delinquent if not paid by March 1st. All licenses are subject to a 10% delinquent penalty per month of delinquency past March 1st. Penalties shall not exceed 100% of the original license fee amount. Flat rate licenses are expected to be paid at the time of application due to the various periods of issuance (Municipal Code Section 2100 et seq.)

FLAT RATE BUSINESSES: The following type of businesses are generally measured by a flat rate, rather than by gross receipts:

Business Type	License Fee	Licensing Period
Circus or similar show	\$100.00	Per Day
Peddler, solicitors, hawkers (door to door)	\$30.00	Per Month
Magazine or periodical salesman	\$30.00	Per Month
Dance, Race, Lecture Exhibition	\$30.00	Per Month
Hand Bill Distributor	\$30.00	Per Year

GROSS RECEIPTS BUSINESSES:

Accounting	F	Clothing Whsl	D	Furniture Rtl	E	Osteopath	H
Advertising	F	Consultants	H	Gardening Service	F	Parade Vendor	K
Airplane Rtl	C	Contractor	G	Garden Supplies	E	Parking Lot	F
Ambulance Service	F	Convalescent Hosp	E	Gas Stations	C	Photography Studio	F
Answering Service	D	Dairy Retail	D	Genl Merchandise Rtl	E	Physical Therapist	H
Appliance Retail	C	Dance	K	Genl Merchandise Whsl	D	Poultry Sales	B
Appraisers	F	Dental Lab/Asst	F	Gift Shop	F	Public Relations	F
Arcade (Machine)	L	Dentist	H	Grocery Store	B	Races	K
Architectural Svcs	F	Developers	H	Group Stores Rtl	E	Radio Stations	F
Attorney	H	Doctor	H	Hearing Aid Rpr/Sls	D	Radio Sales Rtl	D
Auto Repair	F	Door to Door Sales	J	Hospital	D	Real Estate	F
Barber Sho	D	Drafting	F	Hotel	F	Record Player Rtl	D
Beauty Shop	D	Dress Shop Rtl	E	Janitorial Svcs	F	Records Rtl	D
Bicycle Sales Rtl	C	Drugs Rtl	D	Jewelry Repair	F	Refuse Systems	F
Bingo	E	Drugs Whls	C	Laboratories	H	Restaurants	E
Bookkeeping	F	Dry Cleaners	B	Laundries	B	Sporting Goods Rtl	E
Book Store Rtl	D	Electric Supplies	C	Lecture	K	Sporting Goods Whls	D
Bowling Alley	F	Electrologist	H	Linen Svc/Supply	C	Stationary Rtl	E
Building Material	E	Engineering	F	Lumber Rtl	E	Stores Retail	D
Bus Machine Sales	F	Equipment Rental	F	Management	F	Sub-Contractors	G
Cable T.V.	F	Exhibition	K	Meat Market	B	Surgeon	H
Camera Store Rtl	D	Farm/Grdn Supply Rtl	E	Milk Dealer	B	T.V. Repair	F
Car Rental	F	Farm/Grdn Sup Whls	D	Motel	F	T.V. Sales Rtl	D
Car Sales New/Used	D	Farm Equipment Rtl	D	Nursery – See Farm	D	Technicians	H
Car Washes	F	Floor Covering Sales	C	Nurses Registry	F	Travel Agency	F
Carpet Sales Rtl	C	Florist Retail	C	Nursing Home	E	Upholstery Auto/Furn	D
Chiropractor	H	Florist Wholesale	D	Office Supply Rtl	C	Vending Mach Sales	D
Circus	K	Food Stores	B	Optician	H	Veterinarian	H
Clothing Rtl	E	Fuel (Not Oil) Rtl	D	Optometrist	H	Video Tap Sales	D
		Funeral Home	F			Wallpaper Rtl	E

CALCULATION OF RATE BASED ON GROSS RECEIPTS: The Business License Fee is calculated by dividing your reported gross receipts by \$1,000.00 and multiplying by the rate listed below for the category appropriate for your business type. There is a minimum fee for each category. The gross receipts you report should be the same figure reported to the Internal Revenue Service. The Finance Director reserves the right to periodically audit your reported gross receipts (Municipal Code Section 2133).

Example: If your new business is a retail gift shop, with a category of “F” and you expect that your annual gross receipts will be \$65,000, your business license fee is: \$65,000 divided by \$1,000=65 x \$.40 = \$26.00.

CATEGORY	RATE	MINIMUM	CATEGORY	RATE	MINIMUM
A	\$.10	\$20.00	E	\$.35	\$20.00
B	\$.20	\$20.00	F	\$.40	\$20.00
C	\$.25	\$20.00	G	\$.25	\$40.00
d	\$.30	\$20.00	H	\$.75	\$40.00

CITY OF UKIAH APPLICATION FOR BUSINESS LICENSE

<i>For Office Use Only: Business License Number</i>	<i>Status: A</i>	<i>Classification:</i>	<i>Category:</i>
Business Name:		Business Phone:	
In Care of/Name of Owner		Type of Business:	
Legal Status: (check one) Sole Proprietor; Partner; Corporation			
Business Location:			
Street Address	City	State	Zip
Mailing Address (if different):			
SS# or Fed ID#:	State Contractor Lic. # or Pesticide Applicator's #:		
State Resale #:	State ID # or Ca Drivers License #:		
Manager's Name, Address and Phone #			
Owner/Emergency Contact Information:			
Contract Amount or Estimated Gross Receipts for One year:			
(Gross Receipts include the total amount of sale, service or transaction. Exclusions on cover)			
Number of Copies needed of Certificate:		Average Number of Employees:	

***Please Read Before Signing
Affidavit of Applicant***

I hereby certify, under penalty of perjury, that the foregoing statements contained in this application are true and correct to the best of my knowledge and belief. I understand that the issuing of Business License Certificate indicates registration and payment of business license tax as required by the City of Ukiah Municipal Code and all amendments thereto. Issuance of a license is not an endorsement, nor certification of compliance with other ordinances or laws. Business License may be subject to revocation or citation pending field inspection compliance with Planning, Building and Fire Departments.

Date and Signed at Ukiah, California, This	Day of	,20
Signature of Applicant	Print Name and Title	

Do Not Write in This Area – For Office Use Only

		<i>Amount Collected</i>
Application Processing (No field inspection required with Planning Approval):	\$10.00	
Field Inspection Administrative Fee (Building and Fire Inspection Required):	\$40.00	
Business License Tax (fee based on annual gross receipts – see schedule):		
Downtown Improvement District Fee (businesses located in DID only):		
TOTAL COLLECTED:		



City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482
(707) 463-6207

Dear Business Owner,

Below you will find an Emergency Contact Form for the Ukiah Police and Fire Department. The purpose for providing this information of the Ukiah Police and Fire Department is to assist our public safety agencies in locating business owners or responsible employees when and if a problem arises with your business. Situations such as open doors or windows, vandalism, and burglaries often occur and are discovered after usual business hours. In these instances the Ukiah Police Department would need the business owner or an employee to respond to assist with securing the building and contributing necessary information for report purposes. For instances pertaining to fire situations such as make or odor investigations where a business may be jeopardized the Ukiah Fire Department would need to reach someone from the emergency contact list for the business to obtain essential information.

All information is stored into our police and fire dispatch computer and is confidential. This data is not accessible to anyone other than our public safety employees and is used for emergency purposes only. Your cooperation with completing the provide Emergency Contact Form will be beneficial to your business as well as to the Ukiah Police and Fire Department.

Thanks for your cooperation.

