



City of Grand Terrace (9911)
Application For New Business License
For Businesses NOT Located in Grand Terrace

This temporary certificate is valid for no longer than 30 days from the date of application or until a business license has been issued if sooner than 30 days.

Remit To: City of Grand Terrace • c/o MuniServices, LLC • 438 East Shaw Ave Box 367 • Fresno, CA 93710
Toll Free Phone: (866) 240-3665 • Fax: (855) 219-4338 • Email: bizlicensesupport@muniservices.com

Annual business licenses expire on December 31st of each year.
Business license renewals are due on or before the last day in January.

Check all that apply:

- New Application Change of Owner Change of Address Change of Business Name

License Year _____

Application Date: ____/____/____

Legal Business Name: _____ **Contractor State License #:** _____

DBA (Doing Business As): _____ **Total Number of Employees:** _____

Business Phone: _____ **Alternate Phone:** _____ **Fax:** _____

Business Physical Location: _____
(Street-No PO Box) (City) (State) (Zip)

Business Mailing Address: _____
(Address or PO Box) (City) (State) (Zip)

Ownership Type: Sole Proprietorship (Individual) General Partnership Corporation LLC LLP Trust

Please describe your business activity in detail: _____

Business email: _____ **Federal ID #:** _____

Business website: _____ **Date Business Began in Grand Terrace:** ____/____/____

Owner Information – Use separate sheet of paper with additional owners' information if necessary.

Owner #1:

Owner Name: _____
(First Name) (Middle Initial) (Last Name)

Owner Address: _____
(Street-No PO Box) (City) (State) (Zip)

Owner Cell Phone: _____ **Owner Phone:** _____ **Owner SSN:** _____

Owner #2:

Owner Name: _____
(First Name) (Middle Initial) (Last Name)

Owner Address: _____
(Street-No PO Box) (City) (State) (Zip)

Owner Cell Phone: _____ **Owner Phone:** _____ **Owner SSN:** _____

Primary Contact (Business License Related Questions and/or Emergency Contact)

Name: _____ **Title:** _____ **Phone:** _____
(First Name) (Middle Initial) (Last Name)

Address: _____ **Cell Phone:** _____
(Street-No PO Box) (City) (State) (Zip)

\$1.00 State Mandated Disability Access Education Fee - On September 19, 2012 Governor Brown signed into law CA Senate Fee 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 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 laws at the following agencies: The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx, the Department of Rehabilitation at www.rehab.cahwnet.gov or the California Commission on Disability Access at www.cdda.ca.gov.

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Business Name: _____ MuniServices Account #: _____

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CALCULATE LICENSE AMOUNT DUE - Required for all applicants.

Check here if exempt from Business Tax, and skip to Sworn Statement at the bottom of this application. Proof of exemption is required.

Step 1: Select Business Type and Determine Fee:

Businesses NOT located inside the City limits of Grand Terrace should use the below fee schedule to determine the license amount due. Check the business type(s) that apply. Using the calculations information below, enter the license fee due for the applicable business type(s).

► Pro-rated fees apply only to new businesses in the first year that pay based on a fixed rate.

See Pro-Rated Fee Table for rates.

Internal Sched #	Check One	Description	Calculation/License Fee Amounts	License Fee Due
12.00	<input type="checkbox"/>	Contractor – General or Engineering	\$150.00 annual	\$
13.00	<input type="checkbox"/>	Contractor – All Others	\$80.00 annual	\$
Note: General or engineering contractors (Class A,B) who also do specialty and/or sub-contractor work (Class C) must pay the \$150.00 license fee above instead of the \$80.00 contractor license fee.				
9.00	<input type="checkbox"/>	Auctioneer	# of days _____ x \$25.00 per day	\$
11.00	<input type="checkbox"/>	Itinerant Food Concessions (per Concession/Location)	# of events _____ x \$20.00 per event	\$
11.01	<input type="checkbox"/>	Outdoor Festival, Carnival, Circus	\$150.00	\$
14.00	<input type="checkbox"/>	Dancing (public-no charge)	\$25.00 per quarter	\$
15.00 16.00	<input type="checkbox"/>	Dancing (public-for profit)	# of days _____ x \$10.00 per day or \$35.00 per Quarter	\$
17.00	<input type="checkbox"/>	Delivery by Vehicle	# of vehicles _____ x \$35.00 annual per vehicle	\$
18.00	<input type="checkbox"/>	Handbill Distributor	# of days _____ x \$20.00 per day	\$
19.00	<input type="checkbox"/>	Peddler/Solicitor	\$40.00 per quarter	\$
20.00	<input type="checkbox"/>	Professional, Outside	\$80.00 annual	\$
21.00	<input type="checkbox"/>	Real Estate Broker, Outside	\$50.00 annual	\$
22.00	<input type="checkbox"/>	Security Service	\$80.00 annual	\$
23.00	<input type="checkbox"/>	Service Company	\$50.00 annual	\$
24.00	<input type="checkbox"/>	Swap Meet	\$80.00 annual	\$
25.00	<input type="checkbox"/>	Transportation, Passenger	\$50.00 annual	\$
26.00	<input type="checkbox"/>	Business Office	\$50.00 annual	\$
27.00	<input type="checkbox"/>	Billboard	\$1,500 annual – per side # of sides _____	\$
28.00	<input type="checkbox"/>	Any other not defined above	\$50.00 annual	\$
Total License Fee Due from Step One				\$

Step 2: Add CA Senate Fee (SB-1186): (2) \$ _____ 1.00 _____

Step 3: Total Amount Due (Sum amounts from 1 and 2): (3) \$ _____

PAYMENT OPTIONS: Check • Money Order • Cashier's Check • Visa • MasterCard • Discover

Make your check or money order payable to: "Tax Trust Account" and submit to:

City of Grand Terrace • c/o MuniServices, LLC • 438 East Shaw Ave Box 367 • Fresno, CA 93710

To pay via credit card, please enter the information below:

Visa MasterCard Discover

 Visa, MasterCard or Discover Card #

_____/_____
 Expiration Date

 Print Name of Cardholder

 Signature of Cardholder Authorizing Payment of Amount Due

SWORN STATEMENT

I acknowledge that the City of Grand Terrace's issuance of a Business License and payment of Business License Tax does not entitle me/authorized representative to conduct any business in the City that is in violation of any applicable laws. I further acknowledge that the City of Grand Terrace's issuance of a Business License does not waive the City of Grand Terrace's right in any way to enforce compliance with applicable laws against me/authorized representative. I hereby certify, under penalty of perjury, that the information in this application is true, correct, and complete to the best of my knowledge and belief. I agree to comply with all applicable laws and ordinances regulating the operation of this business.

 Signature of Business Owner/Authorized Representative

 Printed Name

 Date

INTERNAL USE BY CITY ONLY: APPROVED NOT APPROVED

Comments/Notes: _____

Amount Paid: \$ _____ Method: Cash Check Credit Card Date: _____ Received By: _____