



**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](mailto:bizlicensesupport@muniservices.com)**

**Annual business licenses expire on December 31<sup>st</sup> 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](http://www.dgs.ca.gov/dsa/Home.aspx), the Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov) or the California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

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

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  | \$              |
| <b>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.</b> |                          |  |   |                 |
| 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<br>16.00  | <input type="checkbox"/> | Dancing (public-for profit)                          | # of days _____ x \$10.00 per day<br>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  | \$              |
| <b>Total License Fee Due from Step One</b>  |                          |  |   | <b>\$</b>       |

**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: \_\_\_\_\_