



City of Grand Terrace (9911)
Application For New Business License
For Businesses Located in Grand Terrace

Applicant(s) must receive final approval from the City before an Official license can be issued and before operating within the City Limits of Grand Terrace.

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

ZONING APPROVAL/CITY APPROVAL INFORMATION:

- If you are a new business located in Grand Terrace, a business relocating to Grand Terrace or a business changing locations within Grand Terrace, you will need to contact Community Development for information regarding zoning approval at (909) 824-6621 ext. 3.
Completion of a new business application alone does not confirm approval for operating a business in Grand Terrace.
Applicant(s) must receive final approval from the City before an Official license can be issued and before operating within the City Limits of Grand Terrace. Failure to receive the proper zoning or City approvals will delay the issuance of a business license.

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 \_\_\_\_\_

Check all that apply:

- Commercial or Industrial
Home based business located inside the City limits of Grand Terrace

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.ccda.ca.gov.

**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: Check  here if you are a Contractor.**

► 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.

(1a) General Contractors – Enter \$150.00 on line 1(a), and skip to Step 3. (1a) \$ \_\_\_\_\_  
 (1b) All Other Types of Contractors – Enter \$80.00 on line 1(b), and skip to Step 3. (1b) \$ \_\_\_\_\_

**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.**

**Step 2: All Other Business Types:**

(2a) Enter your estimated gross receipts for the current year: (2a) \$ \_\_\_\_\_  
 (2b) Based on the gross receipts amount listed above, use the below fee schedule table to determine the license amount due. Enter the fee amount due on line 2(b). (2b) \$ \_\_\_\_\_

Gross Receipts:

\$49,999.99 or less	-----	License Fee \$30.00
\$50,000.00	to \$99,999.99 -----	License Fee \$50.00
\$100,000.00	to \$149,999.99 -----	License Fee \$70.00
\$150,000.00	to \$199,999.99 -----	License Fee \$120.00
\$200,000.00	to \$299,999.99 -----	License Fee \$170.00
\$300,000.00	to \$499,999.99 -----	License Fee \$220.00
\$500,000.00	to \$699,999.99 -----	License Fee \$270.00
\$700,000	to \$999,999.99 -----	License Fee \$320.00
Over \$1,000,000.00	-----	License Fee \$320.00 plus \$0.25 per \$1,000 of gross receipts over \$1,000,000 to maximum of \$1,200.00

**Step 3:** Add \$80.00 for NPDES fee if applicable: (3) \$ \_\_\_\_\_  
 To determine whether or not your business is required to pay the NPDES fee, Contact the Community Development Dept at (909) 824-6621 ext 3.

**Step 4:** Add CA Senate Fee (SB-1186): (4) \$ \_\_\_\_\_ 1.00

**Step 5:** **Total Amount Due (Sum amounts from 1a, 1b, 2b, 3 and 4):** (5) \$ \_\_\_\_\_

**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 \_\_\_\_\_

**FOR USE BY CITY ONLY:**    APPROVED    NOT APPROVED   **NPDES Fee:**    Yes    No   **CNPDES Fee:**    Yes    No

**Comments/Notes:** \_\_\_\_\_  
**Amount Paid:** \$ \_\_\_\_\_ **Method:**    Cash    Check    Credit Card   **Date:** \_\_\_\_\_ **Received By:** \_\_\_\_\_  
 Code 1.00 - GROSS    Code 2.00 - GNPDES Based on Gross    Code 4.00 - Home Based    Code - 99.99 Exempt  
 Code 3.00 - CNPDES Contractor AB –General or Electrical    Code 3.01 - CNPDES Contractors C  
 Code 12.00 - Contractor AB –General or Electrical (not-CNPDES)    Code 13.00 - Contractor C- All Others (not-CNPDES)  
 Code 6.00 - Fortunetelling    Code 8.00 - Fertilizer Sales