



CITY OF EUREKA
FINANCE DEPARTMENT
531 K Street
Eureka, CA 95501
(707) 441-4120

Dear Business Owner:

The following are the requirements that need to be met in order to obtain a City of Eureka Business License:

- 1. Complete the attached Business License Application**
- 2. There are certain business activities which require you to obtain clearance from the City of Eureka Police Department.** These include, but are not limited to: massage (California Massage Therapy Council Certificate is okay in lieu of the EPD Massage Certificate), firearms sales, buying and selling of certain used merchandise, pawn brokers, door-to-door sales and solicitation, and itinerant (out-of-town) vendors. Please contact the Eureka Police Department at (707) 441-4060 for details.
- 3. Approval for your business location must be obtained from the Community Development and Building Departments.** They are located on the 3rd floor of City Hall. Their phone numbers are:
Community Development (707) 441-4160
Building Department (707) 441-4155
- 4. A business requires a physical base of business, even if it is a mobile business.** If your business is based from a residence which is located within the limits of the City of Eureka, you will also need to obtain a Home Occupation Permit from the Community Development Department. Please contact them at the number above for an application and information. This form will need to be completed and approved before your Business License will be issued.
- 5. The last step is to bring your completed Business License application with all necessary approvals back to the cashier in the Finance Department at City Hall.** The cashier will fill out the Business License Fees portion of your application. At that time, you pay the fees and turn in your Business License Application. A temporary license will be issued at that time.

You should receive a printed license within 2 weeks. A temporary license will be issued at time of payment if needed. If any of the above steps are required but were not completed prior to turning in your application, it will substantially delay issuance of your license. If you have additional questions, please contact the Finance Department at (707) 441-4120.

Additional Information:

SB 1186, a bill which goes into effect on January 1, 2013, imposes a \$1.00 State fee on any application for a local business license or a renewal and is to be collected by cities. Fees are used “for the purpose of increasing disability access and compliance with construction-related accessibility requirements.”

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/dsaHome.aspx

The Department of Rehabilitation at: www.rehab.cahwnet.gov

The California Commission on Disability Access at: www.cdda.ca.gov

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

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:

DEPARTMENT OF
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

www.cdda.ca.gov/resources-menu/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcfca/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.



BUSINESS LICENSE APPLICATION

CITY OF EUREKA

Finance Departments

531 K Street, Eureka, CA 95501

Phone: (707)441-4120 FAX: (707) 846-0031 E-mail: licensing@ci.eureka.ca.gov

Type of Application: **New License** **Change of Owner** **Change of Business Address**

Business Name (DBA): _____ <small>(only 30 characters will appear on printed license)</small> Corporate Name: _____ Business Location: _____ <small>(Not a P.O. Box)</small> City: _____ State: _____ Zip: _____ <input type="checkbox"/> Commercial Industrial Location <input type="checkbox"/> Home Based Business <small>(see attached information sheet)</small> Business Phone: (____) _____ Bus. Fax: (____) _____ Mailing Address: _____ <small>(if different)</small> City: _____ State: _____ Zip: _____	<p style="text-align: center;">* Official Use Only *</p> <hr/> License #: _____ Entered: ____/____/____ Printed: ____/____/____ <hr/> Community Development- 3rd Floor <hr/> Building Department- 3rd Floor	
Start Date: _____	Description of Business Activities: _____ _____ _____	

Ownership: Sole Proprietor Partnership Corporation LLC Other _____ Non Profit?

E-Mail: _____ CA Resale #: _____ Federal ID # (EIN) _____

CA Employer (EDD) #: _____ State License #: _____ License Type: _____

Enter Names of All Owners and Partners. Use Additional Sheet if Needed:

Owner Name: _____ Title: _____ Phone: (____) _____

Home Address: _____ City: _____ State: _____ Zip: _____

Owner Name: _____ Title: _____ Phone: (____) _____

Home Address: _____ City: _____ State: _____ Zip: _____

Emergency Contact:

Name: _____ Title: _____ Phone: (____) _____

Will you be involved in any of the following type of business? (please answer all items)	YES	NO
Cannabis, including but not limited to: cultivation, distribution, manufacturing, retail, research and development or testing.		
Massage?		
Firearms sales?		
Door-to-door sales and/or solicitation?		
Buy, sell, or collect metal (including precious metals), recyclables, scrap, non-ferrous materials, e-waste or junk If you hold a state permit for this, please provide agency and permit number: _____		
Mobile Vending?		
Second hand or used items? (if answer is "yes" please indicate which best describes your business below)		

Antiques Pawn Shop/Pawn Broker Thrift Store (donated material only) Consignment or Taken in Trade
 General Secondhand/Used Goods (Internet Sales, Real Estate Sales, Liquidators) Secondhand- Tangible Personal Property

Fees: (Note: City of Eureka Business licenses generally expire on December 31st of each calendar year. Fees are pro-rated each quarter of the year. Please contact our office for details.)	Fees:
STANDARD LICENSE FEE: \$55.00 - *(Exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No Type _____) (includes one owner or officer)	\$ _____
CHANGE OF INFORMATION ONLY/ RE-PRINT LICENSE FEE: \$8.00.....	\$ _____
NO. OF EMPLOYEES OR EXTRA OWNERS __x \$11.50	\$ _____
**DISABILITY ACCESS & EDUCATION REVOLVING FUND: \$4.00 (see description below).....	\$ _____
BUSINESS LICENSE REVIEW FEE: \$14.00 (if physically located in Eureka city limits).....	\$ _____
***Depending on your address, you may be in the Business Improvement District (BID). See chart below. If your address falls within this district, please contact our office for help in calculating fees.	
BID FEE (\$45.00 BASIC FEE x _____ %)	\$ _____
BID EMPLOYEE FEE (\$9.50 x _____ # Employees x _____ %)	\$ _____
BID AREA: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> Retail <input type="checkbox"/> Non-Retail	
TOTAL FEES DUE CITY OF EUREKA	\$ _____
Fees may be paid by cash, check, credit card, or debit card (Visa, MasterCard, Discover)	

I declare under penalty of perjury, and under the laws of the State of California, that the forgoing is true and correct.

SIGNATURE: _____ **DATE:** _____

The license is issued without verification that the license is subject to or exempt from licensing by the State of California. Any transfer, change of use occupancy may require review by the City Design Review Committee. The license does not signify compliance with any regulatory codes of the City of Eureka, including but not limited to building fire and zoning laws.

Veteran’s Exemption: If you meet the following qualifications, you may qualify for an exemption of City licensing fees. Please contact our office for a fee waiver form if you (are):

- An honorably discharged veteran of the United States Military
- The sole owner of the business (Corporations or partnerships are not exempt)
- Sell tangible goods owned by the veteran (Services are **not** included in the exemption)
- Do not sell alcoholic beverages

****DISABILITY ACCESS & EDUCATION REVOLVING FUND:** SB 1186, a bill which goes into effect on January 1, 2013, imposes a \$1.00 state fee on any applicant for a local business license or renewal and is to be collected by cities. Fees are used “for the purpose of increasing disability access and compliance with construction-related accessibility requirements.” As of January 1, 2018 the fee increases to \$4.00.

***BUSINESS IMPROVEMENT DISTRICT (BID) STREET ADDRESSES: (please call for fees if located in this district)

A Street.....450 -699 (odd)	1st Street.....100-799
B Street.....200-299 & 450-699, 300-449 (odd)	2nd Street.....100-799
C Street..... 0-699 & 700-799 (odd)	3rd Street.....100-799
D Street..... 0-799	4th Street.....100-799
E Street..... 0-799	5th Street.....0-799
F Street.....0-799	6th Street.....0-799
G Street..... 0-799	7th Street.....0-799 (odd) & 200-699 (even)
H Street..... 0-699	
I Street..... 0-699 (even)	