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 Development Services.** Development Services—Planning and Building (707) 441-4160

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 Development Services 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 the 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 in 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) 441-4267.

**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.aspz
- The Department of Rehabilitation at: www.rehab.ca.gov
- The California Commission on Disability Access at: www.ccda.ca.gov

*Updated 4/2021*
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.cahealth.gov/disabilityaccessinfo

- DEPARTMENT OF GENERALSERVICES, California Commission on Disability Access
  - www.ccdca.ca.gov
  - www.ccdca.ca.gov/resources

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](http://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](http://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](http://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/cpcfa/calcap/](http://www.treasurer.ca.gov/cpcfa/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](http://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](http://www.bsc.ca.gov).

(Issued 12-28-18)
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): ____________________________________________

(only 30 characters will appear on printed license)

Corporate Name: ________________________________________________

Business Location: ____________________________

(Not a P.O. Box)

City: __________________ State: _______ Zip: __________

Commercial Industrial Location  □ Home Based Business

(see attached information sheet)

Business Phone: (___)________________ Bus. Fax: (___)___________________

Mailing Address: ________________________________________________

(if different)

City: __________________ State: _______ Zip: __________

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.)

Standard License Fee: $55.00 *(Exemption? Yes No Type ______________________)

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)

BID Fee ($45.00 Basic Fee x ____ %)

BID Employee Fee ($9.50 x ____ # Employees x ____ %)

BID Area: __ I __ II __ III __ Retail __ Non-Retail

I declare under penalty of perjury, and under the laws of the State of California, that the foregoing 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)
- 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)
**Eureka Business Address:** ________________________________________________

Please complete separate SB 205 Stormwater Discharge Compliance form for **every** commercial or industrial business location in Eureka. Form is not required for locations outside of City limits.

- [ ] Commercial Industrial Location  - [ ] Home Based Business

Please list the Standard Industrial Classification (SIC) codes associated with the above address?

SIC Codes are 4 digit numerical codes used to describe the business activities associated with an establishment. Use keywords such as "Food Production" to look up your SIC codes here: [https://www.naics.com/search/](https://www.naics.com/search/) or see instructions on looking up your SIC codes here: [https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/sb205/NAICS_SIC_code_search_guide.pdf](https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/sb205/NAICS_SIC_code_search_guide.pdf)

Additionally, your insurance broker should be aware of your SIC codes.

SIC Codes:

<table>
<thead>
<tr>
<th>Code 1</th>
<th>Code 2</th>
<th>Code 3</th>
</tr>
</thead>
<tbody>
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</table>

Do any of the primary SIC Codes listed above match any of the regulated SIC codes listed on the Water Board Website Below?


<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**IF NO**, please sign the bottom of the form to indicate the information is accurate. No additional information is required.

**IF YES**, your business requires coverage under the Stormwater Industrial General Permit (IGP). Please indicate whether your business has obtained an Industrial NPDES Permit by providing relevant information below:

- **Waste Discharge Identification (WDID#):**
  - Application Number: ____________________________

  **AND**

- **No-Exposure Certification Identification (NEC ID#):**
  - OR

**Notice of Non-Applicability Identification Number (NONA ID#):**

* If you have NOT acquired coverage under the Stormwater Industrial General Permit (IGP), please enroll and provide the City with required information as shown above. For guidance on applying under the Stormwater IGP, contact the State or Regional Water Board using the contact information below. Businesses requiring coverage under the IGP must be enrolled before a Eureka City business license can be approved.

**State Water Board Contact info:**
- Website: [www.waterboards.ca.gov/waterboards_map.html](http://www.waterboards.ca.gov/waterboards_map.html)
- Email: stormwater@waterboards.ca.gov
- Phone: 1-866-563-3107

**North Coast Regional Water Board Contact info:**
- Website: [https://www.waterboards.ca.gov/northcoast/](https://www.waterboards.ca.gov/northcoast/)
- Phone: 1-866-576-2220

**Declaration**
I declare under penalty of perjury under the laws of California that the above information is true and correct to the best of my knowledge.

Print Name: ____________________________  Signature: ____________________________

Title: ____________________________  Date: ____________________________