



Business License Application

City Of Reedley

845 G Street, Reedley, CA 93654

businesslicense@reedley.ca.gov

(559) 637-4200 Ext.513

Effective Date: _____

Business Name: _____
(Certificate can accommodate up to 30 characters MAX)

(DBA): _____

Business Address: _____
Street Suite / Apt # City State Zip

Mailing Address: _____
Street Suite / Apt # City State Zip

Contact Name: _____ Phone Number: _____

Business Website / Email Address: _____

Description of Business: _____

Home Based Business (Circle one): **Yes** or **No** Food Prep Facility (Circle one): **Yes** or **No**

Contractor's License #: _____ Expiration: _____

NOT PUBLIC INFORMATION

Owner's Name: _____

Address: _____

Phone Number: _____ Driver's License/Other ID: _____

Tax Information:

Sole Ownership: Partnership: Corporation: LLC: Non Profit/Exempt:

Fed Tax ID: _____ State Tax ID: _____

Seller's Permit: _____

Signature: _____ Date: _____

I certify the above information to be true and correct to the best of my knowledge. I understand that it is my responsibility to be in compliance with the requirements of the City of Reedley and any other governmental agencies affecting the operation of this business. I understand that an approved business license must be in effect prior to conducting business inside The City of Reedley.

OFFICE USE ONLY

(Outside City Limits Only) Approved By: _____ Date: _____

CDD Zoning Verified By: _____ Date: _____

CDD Verification of Contractor's License: _____ Date: _____

Police Department Verification: _____ Date: _____

Application Type: _____ Fees Paid: _____

Thank you for your interest in starting your business in the City of Reedley!

ALL CONTRACTORS OR HOME-BASED BUSINESS INSIDE THE CITY LIMITS

Please contact the Community Development Department for any Zoning and Building Permit requirements prior to submitting your Business License Application.

Turn in completed application to the Building Division at:

- 1733 9th Street, Reedley, CA 93654
- Building Division: (559) 637- 4200 Ext. 225
- Planning/Zoning: (559) 637- 4200 Ext. 222 or 202

ALL OTHER BUSINESSES INSIDE OR OUTSIDE THE CITY LIMITS

Submit completed application along with the documents to the Administrative Services Department at:

- 845 G St, Reedley, CA 93654 or Call (559) 637- 4200 Ext. 513

No license shall be issued until the applicant has completed all provisions of the Building Code, the Fire Prevention Code, the Zoning Ordinance, Reedley Police Department, and Fresno County Health and Environmental Department if applicable.

DOCUMENTATION LIST

(PLEASE ATTACH COPIES WITH YOUR APPLICATION)

CONTRACTORS / SOLE OWNERSHIP / PARTNERSHIP

1. Copy of Driver’s License or other California ID – For Partnership, provide IDs of all partners
2. Seller’s Permit (if applicable) - Address on the Seller’s Permit must match the location of the business. To obtain this permit, visit www.cdtfa.ca.gov or call 1-800-400-7115

CORPORATION OR LLC (LIMITED LIABILITY COMPANY)

1. Federal Employer Identification Number (EIN) Verification: Letter from IRS or W9 Form

NON-PROFIT ORGANIZATION

1. Proof of Non-Profit Status: Letter from IRS or W9 Form

ITINERANT OR MOBILE FOOD VENDORS

*An itinerant vendor is a vendor who travels from one place to another selling goods.

1. Driver’s License or other California ID – (Valid Driver’s license is required if driving a vehicle)
2. Seller’s Permit (if applicable) - Address on the Seller’s Permit must match the location of the business. To obtain this permit, visit www.cdtfa.ca.gov or call 1-800-400-7115
3. Vehicle Inspection by the Reedley Police Department (Required for street legal vehicles only)
4. Copy of current Annual Fresno County Food Facility Inspection Report.
5. Public Liability Insurance of \$1,000,000 naming the City of Reedley as “additional insured.”

DOOR-TO-DOOR SOLICITING

City of Reedley Business License is required - Contact Reedley Police Department for door-to-door requirements at (559) 637-4250.

Business License Fees

1. Application Fee:	\$ 100.00
2. Quarterly License Tax Fee:	\$ _____
Based Upon Business Effective Date	
• July – Sept, Add	\$75.00
• Oct. - Dec, Add	\$56.25
• Jan- March Add	\$37.50
• April – June Add	\$18.75
• Non-Profit Fee Exempt	\$ 0.00
3. Processing/Renewal Fee	\$ 25.00
4. Senate Bill (SB) 1186 Fee	\$ 4.00
Total Due: (Add 1-4 for your total)	\$ _____
 <u>Other Fees (If Applicable):</u>	
5. Change of location	\$ 25.00
6. Additional Lawn Care Decals	\$ 10.00

Renewal Process: All licenses expire on June 30th, and automatic billing occurs at the end of May for the new Fiscal Year, July 1st through June 30th, at the current corresponding rate. Any business conducted on July 1st will be considered an active business therefore all business license fees are applicable. You will receive your license certificate after all City fees have been paid. Businesses located inside the City limits with applicable fees such as FOG, Streetscape, and or Administrative Citations must be paid for the system to release the license certificate. Failure to pay your license fee within thirty (30) days from the billing date will result in penalty fees assessed each month at the rate of 20% of the balance due. If a business does not wish to renew for the new fiscal year, a written notice must be given to close out the account. If a notice is not given the system will continue to bill and eventually will be sent to collection, therefore notice to close out the business license account is important.

Change in Ownership or Physical Location of the Business: Please contact the City of Reedley if changes in ownership or physical location have taken place. A new Business License Application must be submitted if this information is no longer correct. Changes in mailing address or contact phone number may be updated under this existing license number.

Information on Business License Account Termination: If you are no longer conducting business in the City of Reedley, a written notice of termination must be on file with the City of Reedley before Business License Fees can be stopped. Charges will continue to be assessed until this office is notified. Per Reedley Municipal Code Section 3-2-10(C) there shall be no proration of fees for the termination of business. Fees are due and payable for the entire fiscal year if the business is conducted any time on or after July 1st. A written notice of termination must be signed by the business owner and must specify the date that the business ceased work in the City of Reedley. This written notice must be sent to the City of Reedley, 845 "G" Street, CA 93654 or emailed to businesslicense@reedley.ca.gov for proper termination.

THANK YOU