



CITY OF REEDLEY
Business License Application
Contractor, Local, Commercial and Residential Businesses
 City Hall – Administrative Services Department
 845 G Street, Reedley, CA 93654 (559) 637-4200

EFFECTIVE DATE: _____

BUSINESS NAME: _____
 (Business License Certificate can accommodate up to 30 characters and spaces)

(DBA): _____

BUSINESS ADDRESS: _____
Street Suite / Apt # City State Zip
 (List address where each individual consents to receive service of process per AB2184, Sec. 16000.1(a) (2) and 16100.1(a) (2))

MAILING ADDRESS: _____
Street Suite / Apt # City State Zip

CONTACT NAME: _____ **PHONE NUMBER:** _____

DESCRIPTION OF BUSINESS: _____

HOME-BASED BUSINESS (Circle one): **Yes or No** **FOOD PREP FACILITY** (Circle one): **Yes or No**

NOT PUBLIC INFORMATION	
OWNER'S NAME: _____	
DRIVER'S LICENSE # OR OTHER ID: _____	
ADDRESS: _____	
PHONE NUMBER: _____	
TAX INFORMATION:	
Sole Ownership: <input type="checkbox"/> Partnership: <input type="checkbox"/> Corporation: <input type="checkbox"/> LLC: <input type="checkbox"/> Non Profit/Exempt: <input type="checkbox"/>	
FED TAX ID: _____ STATE TAX ID: _____	
STATE BOARD OF EQUALIZATION # (Resale Permit): _____	

STATE LICENSED CONTRACTOR INFORMATION:

Contractor's License #: _____ Expiration: _____

State Contractor's Classification Code: _____ Worker's Comp Carrier: _____

Worker's Comp Policy Number: _____ Expiration: _____

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 operation of this business. I understand that the Building Department must be contacted prior to the beginning of any work.

SIGNATURE: _____ **Date:** _____

Office Use Only

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

Zoning Verified By: _____ **Date:** _____

Building Official Verification of Contractor's License: _____ **Date:** _____

ATTENTION LICENSE APPLICANTS:

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

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 you are **located inside the City limits of Reedley, a Contractor, or a Home-Based Business**, please contact the Community Development Department for any Zoning and Building Permit requirements prior to submitting your Business License Application.

- Building Division: **(559) 637- 4200 Ext. 225**
- Planning/Zoning: **(559) 637- 4200 Ext. 222.**

All Contractors will turn in their completed application to the Building Division at:

- 1733 9th St, Reedley, CA 93654.

All other businesses inside or outside of City limits will turn in their completed application to the Administrative Services Department at:

- 845 G St, Reedley, CA 93654

Renewal Process: Your license will expire on June 30th, whereby you will be billed automatically for the new Fiscal Year, July 1 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 after all City fees have been paid. Failure to pay your license fee within the 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 your business is located inside the City limits of Reedley, your annual business license renewal may not be processed if there are outstanding invoices due to the City, i.e.: Streetscape, FOG and/or Administrative Citations. Please pay these promptly before you renew your Business License.

New/Change of Ownership: A new application must be submitted whenever there is a change in ownership or business name change. Please notify this office immediately if there are any changes in the mailing address or operating status of your business.

Change of Physical Location: If your business has changed its physical location, please submit a new Business License Application along with your payment of \$25.00. Please include a brief statement of the change with previous address and new location.

Business License Fee Schedule

1. Business License Application Fee:	\$100.00
2. Business License Tax:	\$
Quarterly Fee Based Upon Business Start 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:	\$

Other Fees Applicable:

5. Change of location	\$ 25.00
6. Additional Lawn Care Decals	\$ 10.00

BUSINESS LICENSE – DOCUMENTATION LIST
PLEASE ATTACH COPIES OF THE ITEMS BELOW WITH YOUR APPLICATION

SOLE OWNERSHIP / PARTNERSHIP

1. Copy of any of the following forms of Personal Identification
 - California Driver's License;
 - California Identification Number;
 - ITIN

** If a partnership, please provide a form of personal identification for each partner
2. Verification of Resale Permit. Address on the Resale Permit must match the location of the business
 - Resale Permit Information can be found at the following link:
<http://www.cdfta.ca.gov/formspubs/pubs/pub107/>

CORPORATION OF LLC (LIMITED LIABILITY COMPANY)

1. Copy of any of the following forms of Personal Identification
 - California Driver's License;
 - California Identification Number;

** If a partnership, please provide a form of personal identification for each partner
2. Approval letter from the IRS with Employer Identification Number (EIN)

NON-PROFIT ORGANIZATION

1. Proof of non-profit status (501.c), Corporation Number

ICE CREAM AND MOBILE FOOD VENDORS

1. Copy of Driver's License (Only required if driving a street legal vehicle)
2. Copy of any of the following forms of Personal Identification
 - California Driver's License;
 - California Identification Number;
 - Individual Taxpayer Identification Number (ITIN); or
 - Municipal Identification Number
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."
6. Verification of Resale Permit. Address on the Resale Permit must match the location of the business
 - Resale Permit Information can be found at the following link:
<http://www.cdfta.ca.gov/formspubs/pubs/pub107/>

DOOR – TO – DOOR SOLICITING

7. City of Reedley Business License is required. Contact Reedley Police Department for door-to-door requirements at (559) 637-4250. Reference Ordinance No. 5-5-1 through 5-5-4

CAR WASH REGISTRATION FOR NEW APPLICANTS

Contact: State of California/Division of Labor, Licensing and Registration
Unit 455 Golden Gate Ave, 9th Floor, San Francisco, CA 94102 (415 703 5640
www.dir.ca.gov/t8/ch6sb11.html