



# City of Rocklin

3970 Rocklin Road, Rocklin, CA 95677  
Phone (916) 625-5000 • www.rocklin.ca.us  
Hours: Mon - Thur 8 - 4 & Fri 8 - noon

<i>Please Check One</i>
<input type="checkbox"/> New Business
<input type="checkbox"/> Change of Ownership
<input type="checkbox"/> Change of Location
<input type="checkbox"/> Change of Business Name

## BUSINESS LICENSE APPLICATION

<b>THE INFORMATION IN THIS SECTION IS PUBLIC INFORMATION</b>	<b>• For Office Use Only •</b>
<b>Business Name</b> _____ <b>Corporate Name</b> <small>(if applicable)</small> _____ <b>Bus. Owner Name</b> _____ <b>Business Location</b> _____ <small>(Cannot be P.O. Box per State of California Business &amp; Professions Code-Section 17538.5)</small> <b>Mailing Address</b> _____  <b>Business Phone No.</b> _____ <b>Business Fax No.</b> _____ <b>Bus. Email Address</b> _____ <b>Website Address</b> _____ <small>Website address will be included on interactive business map for commercial locations, and pdf for home businesses. www.rocklin.ca.us/rocklinisopen</small>	<b>Business License No.</b> _____ <b>Category:</b> _____ <b>Date/Amount:</b> _____  <b>Contractor Only</b> _____ <b>State Lic. No.</b> _____ <b>State Lic. Type</b> _____ <b>Expire Date</b> _____
<b>Location</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Home Based <b>Ownership</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust <input type="checkbox"/> <b>Please check box if you would like to receive E-Biz Newsletter &amp; provide business email address above</b>	

**CONFIDENTIAL INFORMATION: ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS**

<b>1st Owner Name</b> _____	<b>Title</b> _____
<b>Home Address</b> <small>(Cannot be P.O. Box)</small> _____	<b>Home Phone No.</b> _____
<b>Email Address</b> _____	
<b>2nd Owner Name</b> _____	<b>Title</b> _____
<b>Home Address</b> <small>(Cannot be P.O. Box)</small> _____	<b>Home Phone No.</b> _____
<b>Email Address</b> _____	

**Please describe the nature of your business:** \_\_\_\_\_

**Number of Full-Time Employees** \_\_\_\_\_

_____ _____ _____	
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I acknowledge and understand that the Business License Certificate issued by the City of Rocklin is a receipt evidencing that I have paid the City of Rocklin business license tax imposed under Chapter 5.04 of the Rocklin Municipal Code for the year indicated. Issuance of the certificate does not entitle me to carry on the business without complying with all other City building and zoning ordinances and all other applicable laws. I take full and sole responsibility for determining that the business location stated above has the proper zoning and is in the appropriate type of structure, and for securing all necessary approvals prior to commencement of business at this location. **I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**• PLEASE SEE REVERSE SIDE OF THIS FORM •**

## BUSINESS LICENSE - GENERAL INFORMATION

- ➔ **WHY DO I NEED A BUSINESS LICENSE?** The City of Rocklin imposes an annual tax on all businesses, trades, and professions operating in the City. The Business License Certificate is proof that the tax has been paid and must be up to date as a condition of conducting the business.
- ➔ **WHAT ABOUT ZONING?** Obtaining a Business License Certificate does not mean your business location has the proper zoning. **Before signing a lease** for the tenant space/building, you should check with the Rocklin Planning Department to verify that the intended use is in the proper location.
- ➔ **APPLYING FOR A BUSINESS LICENSE AS A MASSAGE OR PHYSICAL THERAPIST?** A copy of your State of California License and/or Certificate is required. If you do not have a CA MTO Certificate, you are required to apply for a City of Rocklin Massage License prior to applying for your business license. You can apply with Rocklin Police Department at 4080 Rocklin Road, Rocklin, CA 95677, phone number 916-625-5400.
- ➔ **FOR MORE INFORMATION,** please see the City's website ([www.Rocklin.ca.us](http://www.Rocklin.ca.us)) Guide For Businesses link (Business Startup and Expansion, "How to Start a Business in Rocklin" document).

## CITY OF ROCKLIN • BUSINESS LICENSE FEE INFORMATION

Please use one of the following tables to calculate your Business License Taxes. If you are uncertain which table applies to your business, please call (916) 625-5020.

### BUSINESS LICENSE TAX TABLES (One Year)

ANNUAL GROSS RECEIPTS (Business License Tax)	APARTMENTS/HOTELS
\$ 15,000.00 or less	3-6 Units                      \$15.00
15,000.01 - 25,000	7-12 Units                     \$30.00
25,000.01 - 50,000	13 or more Units            \$30.00 <b>PLUS</b> \$1.25
50,000.01 & up	for each unit over 12
<b>Contractor (Contractor Lic A or B)</b>	<b>TRANSPORTATION</b>
<b>Manufacturing &amp; Public Utilities</b>	
<b>Professional</b>	First Vehicle                      \$50.00
<b>Service</b>	Each additional vehicle        \$25.00
<b>Subcontractor (Contractor Lic C or D)</b>	

#### ADDITIONAL FEES:

<b>Business License Application</b> (Review of application for new business)	<b>\$ 14.00</b>
<b>Duplicate Business License Certificate</b>	<b>\$ 5.00</b>
<b>Name or Location Change</b>	<b>\$ 5.00</b>
<b>Home Occupation Permit</b> (For businesses operating from a residence within the City limits)	<b>\$ 69.00</b>
<b>Fire Inspection for Home Occupation Permit</b> (if required)	<b>\$ 52.00</b>

### BUILDING DEPARTMENT COMMENTS (Rocklin Commercial Businesses Only)

It is the applicant's responsibility to schedule the necessary departmental inspections/approvals. Building approvals can be expedited by contacting the Building Division at 916-625-5120 directly to arrange for the necessary inspections. **Failure to obtain departmental approvals can result in delays to your scheduled opening.** The applicant must contact the Building Division as soon as possible and no later than 5 working days before the scheduled date of opening, to arrange for the necessary review/inspection.

If you are in the process of remodeling, including changing or adding signs, and have not obtained a building permit, please contact the Building Division to verify if a permit is required. If so, you will be given instructions on how to proceed in applying for the necessary permit(s).

### SB1186 COMPLIANCE

On September 19, 2012 Governor Brown signed into law Senate Bill - 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 of this fee 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.

Effective January 1, 2013, \$1 of the amount paid for new and renewal Business Licenses in the City of Rocklin is being collected to comply with this State Mandate. 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 (SB 1186, Section 15, 4469). You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

Division of the State Architect - [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx)  
 Department of Rehabilitation - [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)  
 California Commission on Disability Access - [www.ccca.ca.gov](http://www.ccca.ca.gov)



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## BUSINESS LICENSE GROSS RECEIPTS WORKSHEET

Name of Business: \_\_\_\_\_

2017 - 2018 ESTIMATED GROSS RECEIPTS \$ \_\_\_\_\_  
(From opening date to June 30, 2018)

ESTIMATED BUSINESS LICENSE TAX \$ \_\_\_\_\_  
(Based on schedule below)

GROSS RECEIPTS SCHEDULE		
<u>OVER:</u>	<u>BUT NOT OVER:</u>	<u>TAX RATE:</u>
-----	\$15,000	\$45
\$15,000	\$25,000	\$70
\$25,000	\$50,000	\$90
\$50,000	No Limit	\$125

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

ADDITIONAL FEES	
<b>BUSINESS LICENSE APPLICATION</b> (Review of application for new business)	<b>\$14.00</b>
<b>HOME OCCUPATION PERMIT</b> (For businesses operating from a Rocklin residence)	<b>\$69.00</b>