



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

Please Check One

New Business

Change of Ownership

Change of Location

Change of Business Name

BUSINESS LICENSE APPLICATION

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

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

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

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) 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	\$ 45.00	3-6 Units	\$15.00
15,000.01 - 25,000	\$ 70.00	7-12 Units	\$30.00
25,000.01 - 50,000	\$ 90.00	13 or more Units	\$30.00 PLUS \$1.25
50,000.01 & up	\$125.00		for each unit over 12
Contractor (Contractor Lic A or B) \$125.00 Manufacturing & Public Utilities \$125.00 Professional \$125.00 Service \$ 70.00 Subcontractor (Contractor Lic C or D) \$ 80.00		TRANSPORTATION First Vehicle \$50.00 Each additional vehicle \$25.00	

ADDITIONAL FEES:

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

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
 Department of Rehabilitation - www.rehab.cahwnet.gov
 California Commission on Disability Access - www.cdda.ca.gov



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Rocklin, California 95677
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BUSINESS LICENSE WORKSHEET

RENTAL PROPERTY

Name of Business: _____

Number of Units: _____

RENTAL PROPERTY FEE SCHEDULE (One Year)	
3-6 Units	\$15.00
7-12 Units	\$30.00
13 or More Units	\$30.00 <i>plus</i> \$1.25 for each unit over 12

 (Signature) (Title) (Date)

ADDITIONAL FEES	
BUSINESS LICENSE APPLICATION (Review of application for new business)	\$14.00
HOME OCCUPATION PERMIT (For businesses operating from a residence within the city limits)	\$69.00