



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

THE INFORMATION IN THIS SECTION IS PUBLIC INFORMATION		• For Office Use Only •	
Business Name _____		Business License No. _____	
Corporate Name <small>(if applicable)</small> _____		Category: _____	
Bus. Owner Name _____		Date/Amount: _____	
Business Location _____ <small>(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)</small>		Contractor Only _____	
Mailing Address _____		State Lic. No. _____	
		State Lic. Type _____	
		Expire Date _____	
Business Phone No. _____ Business Fax No. _____			
Bus. Email Address _____			
Website Address _____			
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			

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

1st Owner Name _____ **Title** _____

Home Address _____ **Home Phone No.** _____
(Cannot be P.O. Box)

Email Address _____

2nd Owner Name _____ **Title** _____

Home Address _____ **Home Phone No.** _____
(Cannot be P.O. Box)

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. All massage business licenses are required to obtain a Massage Permit through the Rocklin Police Dept. prior to applying for your business license. Rocklin Police Dept. is located at 4080 Rocklin Rd, Rocklin, CA, phone number 916-625-5400.
- ➔ **FOR MORE INFORMATION,** please see the City's website at www.Rocklin.ca.us.

CITY OF ROCKLIN • BUSINESS LICENSE FEE INFORMATION

Please use one of the following tables to calculate your Business License Tax and include any applicable **ADDITIONAL FEES** (see list below). 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
15,001.00 - 25,000	\$ 70.00	7-12 Units	\$30.00
25,001.00 - 50,000	\$ 90.00	13 or more Units	\$30.00 PLUS \$1.25
50,001.00 & 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 (required for new business license)	\$ 21.00
SB 1186 CASp Fee (required for new and renewed business license)	\$ 4.00
Certificate of Occupancy (required for new commercial business license)	\$125.00
Home Occupation Permit (required for new business license operating from a residence within the City limits)	\$103.00
Duplicate Business License Certificate	\$ 5.00
Name or Location Change	\$ 5.00
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.

On October 11, 2017, this \$1 fee was extended indefinitely and, on Jan. 1, 2018 until Dec. 21, 2023, the amount was increased from \$1 to \$4. The fee will revert back to \$1 on Jan. 1, 2024.

Effective January 1, 2018, \$4 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 (SB1186, 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; and California Commission on Disability Access - www.cdda.ca.gov



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 Rocklin, California 95677
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BUSINESS LICENSE GROSS RECEIPTS WORKSHEET

Name of Business: _____

ESTIMATED GROSS RECEIPTS \$ _____
 (From application date to June 30th)

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	
BUSINESS LICENSE APPLICATION (Review of application for new business)	\$21.00
STATE OF CALIFORNIA CASp FEE (For new and renewed business licenses)	\$4.00
HOME OCCUPATION PERMIT (For new businesses operating from a Rocklin residence inside City limits)	\$103.00
CERTIFICATE OF OCCUPANCY (For new businesses operating in a commercial location inside City limits)	\$125.00