



## City of Ojai

401 S. Ventura Street  
Ojai, CA 93023  
Phone: (805) 646-5581  
Email: bl@ojai.ca.gov

### Application for Business License

Calendar Year (Jan. - Dec.) \_\_\_\_\_

Business License (BL) # \_\_\_\_\_  
(Provided by Staff)

Company/Owner Name (REQUIRED)		Date Business Started in Ojai (REQUIRED)	
Business Address (physical location) (REQUIRED)			
Business Mailing Address (REQUIRED)			
Nature and Type of Business		Business Email	
Primary Contact (REQUIRED)		Primary Contact Title (REQUIRED)	Primary Contact Phone (REQUIRED)
Check One (REQUIRED)	Sole Proprietor		Check One (REQUIRED)
Partnership	LLC	Corporation	Commercial Location
		Virtual Office	Home Based**
Provide all that apply below			
Sellers Permit#	FEIN	State License	
	SEIN	Class	
NAIC#	Please provide at least one item: NAIC & SIC Codes are self-assigned codes. For help finding your NAIC/SIC code visit		Social Security # if no other ID available
SIC#	<a href="https://www.naics.com/search/">https://www.naics.com/search/</a>		

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that I have read the entire form and understand the business owner responsibilities according to the City of Ojai Municipal Code Title 6 Chapt 1

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

#### \*\*Required Documents:

**Approved Zoning Clearance** - Required for New Businesses if Building has not previously been zoned for business type. (see Sec.6-1.106)

**Approved Home Occupation Permit** - Required when conducting business out of home for any business type

Please return application for review to:

By email: [BL@ojai.ca.gov](mailto:BL@ojai.ca.gov)

By USPS or In Person:

**City of Ojai**

Attn: Business License

401 S Ventura St

Ojai CA 93023

#### Sec. 6-1.113. License periods.

- (a) License years. The license year shall commence on January 1 of each year and shall expire on December 31 of the calendar year issued.
- (b) Annual period. Licenses shall be issued upon an annual basis. All fees and taxes shall be due and payable in advance on January 1 of each year.
- (c) Daily licenses. Fees and taxes for business licenses issued upon a daily basis shall be due and payable each day in advance. The amount of such fees and taxes shall be determined by resolution of the City Council.
- (d) Partial periods. When an annual business license is required, any person commencing a business after the expiration of the first quarter of the license year may secure a license for the unexpired portion of the license year for the proportionate part of the full business license fee and tax as determined by the Finance Director.
- (e) Due dates. Except as otherwise provided in this section, payment of the amount of business license fees and taxes shall be made by each licensee at the time the first or initial business license is issued and without deduction in the amount of such fees and taxes for the time elapsed from the commencement of the business license tax.

(§ 1, Ord. 777, eff. January 14, 2005, as amended by §§ 3 and 4, Ord. 779, eff. February 25, 2005)

*please read Sec. 6 in its entirety to familiarize yourself with City of Ojai Municipal Code:*

[https://library.qcode.us/lib/ojai\\_ca/pub/municipal\\_code/item/title\\_6-chapter\\_1?view=all#title\\_6-](https://library.qcode.us/lib/ojai_ca/pub/municipal_code/item/title_6-chapter_1?view=all#title_6-)

#### OFFICIAL USE ONLY:

Customer # \_\_\_\_\_

Location # \_\_\_\_\_

Business Type Code: \_\_\_\_\_

### Business License Worksheet

Please use the table below to calculate your business license tax due									
			Cost		Count		Totals		
<b>A.</b>	<b>Base Rate:</b>	Applies to all new and renewal license		\$		100.00			\$ 100.00
<b>B</b>	<b>Group Rate:</b>	<b>Sec. 6-1.204. Business categories and license.</b>							
		Business license certificates shall be issued based on the following tax rate							
	Group A—Manufacturing, wholesale and retail.	per Employee	\$ 8.00	x		=		\$	
	Group B—Services, contractors, property rental, entertainment and utilities.	per Employee	\$ 10.00	x		=		\$	
	Group C—Professions.	per Employee	\$ 12.00	x		=		\$	
	Group D—Amusement devices.	per Device	\$ 30.00	x		=		\$	
	Group E—Billiard rooms, pool rooms and bowling alleys.	per Table/Alley	\$ 30.00	x		=		\$	
	Group F—Apartment houses, motels and hotels. (exclude owner occupied)	Per Room	\$ 6.00	x		=		\$	
	<i>Motels and hotels shall pay the higher of the business license tax computed in Group B above or this section.</i>								
	Group G—Seasonal and specialized.								
	<i>All businesses in the seasonal and specialized category shall pay Fifty (50¢) Cents per One Thousand and no/100ths (\$1,000.00) Dollars of gross receipts as declared by the business owner.</i>		1000 x	\$	0.50	=		\$	
	Group H—Contractors (out of town).	per Employee	\$ 10.00	x		=		\$	
	Group H - Contractors (out of town) - Limited Term ( <i>will not renew - will not prorate</i> )								
	<i>Contractors who are headquartered outside of the City and wish to purchase a limited term certificate can obtain a six (6) month registration for Fifty and no/100ths (\$50.00) dollars. In no event shall the annual business license tax be less than the minimum tax nor more than the maximum tax.</i>		Flat Rate	\$	50.00	=		\$	
<b>C.</b>			(A + B) Tax Amount					\$	
	Partial periods. When an annual business license is required, any person commencing a business after the expiration of the first quarter of the license year may secure a license for		Prorate Calculation			x		%	
			(A + B) * C = Total Tax Amount					\$	
<b>D.</b>	<b>New Business License Registration Fee</b>							\$ 25.00	
<b>E.</b>	<b>\$4.00 State Disability Access Fee (SB 1186, AB 1379, AB 2164) see page 3.</b>							\$ 4.00	
	(Total Tax Amount + D + E)		<b>Total Amount Due</b>					\$	

Sec. 6-1.202. Definitions:

(a) "Contractor" means an individual or entity, as defined by and as required to be licensed under the California Business and Professions Code, generally involved in any aspect of design, construction, maintenance or repair of structures and improvements to real property.

(b) "Employee" means any individual, owner, agent or full-time or full-time equivalent (if one (1) or more part-time employees are engaged to work) employee who is working at the firm or business on the date that the business license certificate is issued or renewed.

(c) "Space" means a table, booth or location that is rented by an individual, dealer or consignee in an antique or goods outlet on the date that the business license registration fee is due.

(\$ 1, Ord. 777, eff. January 14, 2005)

**I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE IS TRUE, CORRECT AND COMPLETE**

SIGNATURE REQUIRED	TITLE	DATE
Please make checks payable to City of Ojai; or you may pay with a major credit card in person or by phone at (805) 646-5581 ext. 100.		
Thank you for doing business in the City of Ojai		

**Important:** Once you have completed this form you will want to save to your device before you attach to your email as a pdf.file. Failure to do so will result in a blank application and you will need to reprocess your application. This form must be submitted as an attachment to an email. You cannot submit the form online through the City website.

## Business License Information and Notices

### GROSS RECEIPTS:

#### Sec. 6-1.205. Taxes based upon gross receipts.

- (a) Entire gross receipts. The business license tax for any business which is subject to the provisions of Section 6-1.204(g) of this chapter shall be based upon the entire annual gross receipts of such business which receipts are directly attributable to the business activities conducted within the City.
- (b) Exceptions. No business license hereunder shall be required for the maintenance or operation of:
- (1) Postage stamp machines; and
  - (2) Machines dispensing sanitary or hygienic articles or drinking cups, towels or medicines which machines are entirely owned and supplied by the owner or operator of the premises where installed and are maintained solely for the convenience of the employees, visitors and customers and not for profit by any other person.
- (c) Reporting. Each person required to obtain a license under Section 6-1.204(g) shall submit to the Finance Director a sworn statement setting forth such information concerning his or her business during the preceding fiscal year as may be required to enable the Finance Director to ascertain the tentative amount of the business license tax to be paid pursuant to this section. If actual information is not available, the applicant shall submit an estimate of the gross receipts for the period covered by the license. The actual business license tax shall be ascertained within thirty (30) days following the period covered by the license on the basis of the statement upon which the tentative tax is ascertained for the ensuing year, at which time the licensee shall pay any underpayment of tax and be entitled to a credit or reimbursement for any overpayment of tax.

**What are Gross Receipts?** Gross receipts means the total amount of all receipts in cash or property without adjustment for expenses or other deductible items.

**How to calculate Gross Receipts:** Total Gross Receipts for a one year period. Multiply this by .50 to get the tax amount to apply to Group G.

#### What is SB 1186?

**SB 1186** - Disability Access this bill imposes on January 1, 2013 through December 31, 2018, an additional state fee of \$1.00 on any applicant for a local business license or equivalent instrument or permit, or renewal thereof, for purpose of increasing disability access and compliance with construction related accessibility requirements, and developing educational resources for businesses to facilitate compliance with federal and state disability laws, as specified.

On October 11, 2017, Governor Jerry Brown signed into law, **AB 1379**. This assembly bill amends section 4467 of the Government Code, relating to disability access. On and after January 1, 2018, a \$4 state fee will be imposed on any applicant for a local business license or a renewal and is to be collected by cities. If a business license or its equivalent is not issued by cities then the \$4 fee is imposed on an applicant for a building permit. On September 30, 2022, Governor Newsom enacted **AB 2164**, a legislative measure that modifies section 4467 of the Government Code. This assembly bill annuls the provision that diminishes the fee to \$1 starting January 1, 2024, thus prolonging the enforcement of this fee at the rate of \$4 indefinitely.

The purpose of the fee is to increase disability access and compliance with construction-related accessibility requirements. Additionally, the fee assists local jurisdictions in supporting the Certified Access Specialist (CASP) program and provides the Division of the State Architect (DSA) with funds to maintain oversight of the CASP program.

#### What is SB 205?

**Effective January 1, 2020 Senate Bill 205 requires a person or entity who conducts a business operation that is a "regulated industry" to demonstrate enrollment with the NPDES permit program.**

By providing specified information on an initial or renewal County business license application, enrollment in the NPDES permit can be confirmed. The goal of the program is to address the health and safety of drinking water sources statewide. SB 205 does not affect all businesses. Only those businesses with primary Standard Industrial Classification (SIC) codes that are identified by the State Water Board as requiring enrollment in the Industrial General Permit (IGP) are affected. SB 205 Passed to Further Protect State Water Quality This comes as a result of the late 2019 passing of California Senate Bill 205 (SB 205), which requires that cities and counties confirm NPDES permit status before issuing a business license.

#### What SB 205 Means for California Businesses?

SB 205 only applies to those California businesses with Standard Industrial Classification (SIC) codes to which the NPDES permit is applicable for industrial storm water discharges (excluding construction). This is also known as a storm water Industrial General Permit.

State and federal storm water regulations require a broad range of industrial facilities to obtain NPDES permits. They include manufacturing facilities, mining operations, disposal sites, recycling yards, transportation facilities, and many others.

#### Websites for further information:

[https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/sb\\_205\\_business\\_license\\_requirements.html](https://www.waterboards.ca.gov/water_issues/programs/stormwater/sb_205_business_license_requirements.html)

[Storm Water Program: Alphabetic List of SIC Codes](#)

[FACILITIES COVERED BY NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM](#)

#### Notice of Senate Bill No. 748

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. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies.

The Division of the State Architect at <https://www.dgs.ca.gov/dsa>

The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)

The California Commission on Disability Access at <https://www.dgs.ca.gov/CCDA>

**See attached letter for more information on SB 748, Roth. Disability access and information - Please retain the attachment for your records.**

# **“MANDATORY ADA DISCLOSURE”**

ATTENTION: You may be subject to liability for failure to meet your legal obligation to comply with state and federal disability access laws. The recent issuance or renewal of a business license or equivalent instrument or permit does not mean that your business has been determined to be in compliance with state and federal disability access laws.

Please see the attached materials for more information.

## **ENSURING EQUAL ACCESS TO YOUR BUSINESS**

The State of California wants to ensure that all people have equal access to public

and private services. Many people with disabilities do not have equal access to

services because many business owners do not take the time to ensure that their

businesses are accessible. Some common problems disabled people encounter are:

(1) The building has architectural barriers that make it difficult or impossible for someone using a wheelchair, walker, or other mobility device to get inside or move around.

(2) The business uses a website that does not work with screen reading devices and other assistive technology.

(3) The business does not allow people with disabilities to enter the building with their service animals.

(4) The staff do not receive ADA training and do not know about the requirements to modify practices or to provide auxiliary aids and services.

As the operator of a business, it is your responsibility to ensure that your business

provides equal access to people with disabilities. Refusing to make your business accessible is discrimination under state and federal law. People with disabilities and the government have the right to sue businesses that discriminate.

The best way to protect yourself from a lawsuit is to make your business accessible. Here are some important steps you should take:

(1) Schedule an inspection with a Certified Access Specialist. A Certified Access

Specialist (CASp) is a person who the State of California recognizes as having specialized knowledge of accessibility standards. They can inspect your business and tell you what changes you need to make for your business to be accessible to disabled people. Getting a CASp inspection has important benefits, like giving you extra protection in a lawsuit.

To find a CASp in your area, contact the CASp Program at the Division of the State

Architect. You can also visit

[www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

Additionally, you

should contact your local government and ask what resources it has to help

businesses comply with disability access laws. The State of California makes money available to local governments to create programs that help business owners comply with disability access laws.

(2) Learn about accessibility laws from reliable sources. There is a lot of misinformation about accessibility laws. Get information about your rights and responsibilities as a business owner from reliable, trustworthy sources. California has several agencies that provide fact sheets, trainings, and other educational materials about accessibility. In fact, one of these agencies, the California Commission on Disability Access, was created by the Legislature for the purpose of helping businesses comply with accessibility laws. You should contact the following agencies and ask for information on how to comply with accessibility laws:

The California Commission on Disability Access: [www.cdda.ca.gov](http://www.cdda.ca.gov).

The Division of the State Architect: [www.dgs.ca.gov](http://www.dgs.ca.gov).

The Department of Rehabilitation: [www.dor.ca.gov](http://www.dor.ca.gov).

(3) Making your business accessible is good for everyone. It makes your business available to more customers. It also promotes fair and

equal access. We thank you for doing your part to help make California a great place for everyone!”

Additionally, SB 748 states that if the Commission on State Mandates determines

that SB 748 contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.<sup>11</sup>