

# Business License & Tax Certificate Application

Email: [businesslicense@atascadero.org](mailto:businesslicense@atascadero.org) if you have questions.



- NEW COMMERCIAL  DBIA (Downtown Bus. Impr. Area)
- CHANGE OF OWNER/NAME OF BUSINESS
- CHANGE OF LOCATION
- APARTMENTS/DUPLEX/TRIPLEX/HOTEL
- NON-PROFIT OR TAX EXEMPT
- SUB-TENANT IN COMM. BUSINESS
- SUB-TENANT CHANGE OF LOCATION
- OUT OF TOWN CONTRACTOR (CSLB or SPCB)
- ONE JOB ONLY (1-address only)
- OUT OF TOWN VENDOR

ACCOUNT # \_\_\_\_\_

**LICENSEE / Business Name/DBA** \_\_\_\_\_ **Estimated Open Date:** \_\_\_\_\_

Business is a:  Sole Proprietor  Corporation  LLC Located in City Limits?  Yes  No

Detailed description of business, incl. products and services offered:

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_ Website: \_\_\_\_\_

**EMERGENCY CONTACTS:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUSINESS OWNER/S:** Name \_\_\_\_\_ Name \_\_\_\_\_  
(Include Middle Initial) (Include Middle Initial)

Business Physical Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Unit #s \_\_\_\_\_ (For Apartments/Multi-Family) PO Box addresses or UPS Store addresses cannot be accepted as business location

Business Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

FINAL INVOICE MAILING ADDRESS: \_\_\_\_\_

Corporate I.D. # \_\_\_\_\_ State Sales Tax ID# \_\_\_\_\_

Driver's Lic. # \_\_\_\_\_ St: \_\_\_\_\_ Exp: \_\_\_\_\_ Driver's Lic. # \_\_\_\_\_ St: \_\_\_\_\_ Exp: \_\_\_\_\_

CSLB / SPCB License # \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

Other State License Type: \_\_\_\_\_ License # \_\_\_\_\_ Expiration \_\_\_\_\_

If one-job only: Job Address \_\_\_\_\_ Permit # \_\_\_\_\_

- Retail  Entertainment/Assembly  Restaurant/Bar/Tasting Room  Personal Service  Cottage Foods
- Office (non-medical)  Office – Medical  Care Facility  Lodging  Handicraft/Artwork  School
- Manufacturing – Indoor  Vehicle Service/Repair – Indoor  Wholesale Distribution - Indoor
- Service Station  Salvage/Recycling Yard  Contractor/Equipment/Storage Yard  Manufacturing - Outdoors
- Vehicle Service/Repair – Outdoor  Wholesale Distribution – Outdoor  Mobile Food

Are you a business that is a regulated industry with storm water discharge in accordance with SB205 NPDES permit program? \_\_\_\_\_ If yes, provide the SIC# \_\_\_\_\_ and one of the following: WDID#, WDID Application #, NES#, and NONA# \_\_\_\_\_

**PROPERTY OWNER:** Name \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

THE TAX CERTIFICATE PERIOD IS BETWEEN JANUARY 1 TO DECEMBER 31 OF EACH YEAR. BUSINESS TAX CERTIFICATE MUST BE RENEWED ANNUALLY. ADDITIONAL LATE CHARGES ARE APPLICABLE TO ACCOUNT BALANCES WHEN PAYMENT IS NOT RECEIVED BY THE DUE DATE STATED ON THE RENEWAL FORM. FAILURE TO PAY RENEWAL FEES OR NOTIFY THE CITY OF BUSINESS CLOSURE WILL RESULT IN YEARLY LATE FEE ACCRUAL.

Issuance of a tax certificate does not constitute a permit to do business. A Business License, which is separate from a Business Tax Certificate is required to operate a commercial business within the City of Atascadero and must receive a building & zoning clearance prior to commencing business operations. It is the responsibility of the Business Owner to ensure the business is in compliance with all laws and regulations pertaining to their specific business. ACCEPTANCE OF PAYMENT DOES NOT CONSTITUTE APPROVAL OF BUSINESS LICENSE. AUTHORIZATION TO CONDUCT BUSINESS IS NOT GRANTED UNTIL ISSUANCE OF LICENSE. I declare, under the penalty of making a false declaration, that I am authorized to complete this form and to the best of my knowledge and belief, it is a true, correct, and complete statement, made in good faith. I also understand and agree that the granting of this license requires my compliance with all applicable Atascadero Municipal Code Provisions, State laws, and all conditions set forth above. At issuance of this business license, I agree to the conditions assigned to the business license. I understand that fees are non-refundable.

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

Must be signed by business owner or officer only. Faxed signatures are acceptable.

Date Paid:	Amount Paid:	RCT #:	Zoning Clearance <input type="checkbox"/> Building Clearance <input type="checkbox"/>
------------	--------------	--------	---

## Application Fees Effective July 29, 2024

CHANGE OF BUSINESS NAME OR MAILING ADDRESS	<b>\$0</b>	NOTIFY THE CITY BY CALLING 805-461-5000
COMMERCIAL (requires a business license inspection; call 466-8099 after zoning approval.)	<b>\$430</b> (\$93 APP FEE + \$87 ZONING CLEARANCE + \$196 BUILDING INSPECTION + \$50 TAX + \$4 ADA)	+ EMPLOYEE FEES
COMMERCIAL CHANGE OF PHYSICAL LOCATION	<b>New Fees Apply</b>	+ NEW APPLICATION
COMMERCIAL CONTRACTOR	<b>\$455</b> (\$93 APP FEE + \$87 ZONING CLEARANCE + \$196 BUILDING INSPECTION + \$75 TAX + \$4 ADA)	No employee fees, DBIA may apply
EMPLOYEE FEES	<b>\$10 FULL TIME</b>	<b>\$5 PART TIME</b>
HOTEL / MOTEL / APARTMENT COMPLEX* / STORAGE UNIT 1-3 units = tax exempt, but business license is still required.	<b>\$430</b> (\$93 APP FEE + \$87 ZONING CLEARANCE + \$196 BUILDING INSPECTION IF REQUIRED + \$50 TAX + \$4 ADA)	+ EMPLOYEE FEES + \$2 PER ROOM/UNIT FEE FOR EACH ROOM/UNIT OVER 10
DOWNTOWN BUSINESS IMPROVEMENT AREA (DBIA)	<b>DOUBLE TAX (IN ADDITION TO OTHER APPLICABLE TAXES AND FEES ABOVE)</b>	<b>DOUBLE EMPLOYEE FEES</b>
NON-PROFIT or TAX EXEMPT	ALL FEES APPLY MINUS TAX AND EMPLOYEE FEES	NO TAX CHARGED
OUT OF TOWN CONTRACTOR	<b>\$172 ANNUAL</b> (\$93 APP FEE + \$75 TAX + \$4 ADA)	
ONE JOB ONLY OUT-OF-TOWN CONTRACTOR	<b>\$147 ONE-JOB ONLY</b> (\$93 APP FEE + \$50 TAX + \$4 ADA)	
OUT OF TOWN VENDOR	<b>\$147</b> (\$93 APP FEE + \$50 TAX + \$4 ADA)	
SUB-TENANT	<b>\$234</b> (\$93 APP FEE + \$87 ZONING CLEARANCE + \$50 TAX + \$4 ADA)	+ EMPLOYEE FEES
BUSINESS LICENSE REPRINT	<b>\$38</b>	

**Application Fees:** Fees are non-refundable. Incomplete applications will not be accepted.

**Change of Occupancy**

If your business changes occupancy, you may need to obtain and pay for a building permit to allow for review by the Building Official and to document the change in City records. Some changes of occupancy may also require some modifications to the building, such as additional exits or the installation of a fire sprinkler system.

**CSLB / Pest Control Contractors:** Please provide a copy of your CSLB pocket card. Must be current through [www.cslb.ca.gov](http://www.cslb.ca.gov) or [www.pestboard.ca.gov](http://www.pestboard.ca.gov)

**Health Dept. Approval:** Required for Mobile Food Vendors, Sub-tenants in commercial kitchens, and any business selling food.

**Massage** Provide a copy of your California Massage Therapy Council license or number.

**One Job Only for Contractors**

One-job only business license does not apply to subdivisions, apartments with multiple addresses or multiple permits at one address. Applies to one address/house only.

**Payment** - The City accepts cash, check and cards (with a 3% surcharge).

**SB 1186 (Steinberg). Disability Access Chapter 383, Statutes of 2012 (Urgency)**

This measure seeks to increase compliance with the state's disability access laws while reducing unwarranted litigation by:

- Prohibiting demand letters from including a request for money;
- Reducing a defendant's liability for statutory damages if certain conditions are met;
- Permitting a defendant to file for a court stay and early evaluation conference under special conditions;
- Requiring commercial property owners to indicate on a lease or rental agreement whether the property has undergone inspection by a certified access specialist; and
- Requiring cities and counties to collect a **\$4 fee** on an applicant for a local business license and dividing that money between the local entity collecting the money (70 percent) and the state (30 percent).

**License Certifications (Your State License# will be printed on your business license.)**

Please provide a copy of your State License # and Expiration Date. DCA issues licenses for automotive, pharmacy, fiduciary, medical board, etc. Visit [www.dca.ca.gov](http://www.dca.ca.gov).

**Non-Profits:** Non-Profits pay an application fee + the ADA fee, but no tax with Articles of Incorporation, and/or proof of non-profit status.

**Sub-Tenants**

Sub-tenants are tenants that exist within a Commercial location where no fire or building inspections are required and the main tenant has already received a business license and inspection. Planning Dept. must approve this use prior to accepting your application. A Commissary Agreement is required for a sub-tenant working in a Commercial Kitchen as well as a Health Dept. Certificate.

**Tax Exempt**

For a list of Business License Tax Exemptions (or businesses that may qualify to have the tax waived), contact the Community Development Dept. at 805-461-5035. DD214 form required for Veterans.

# ZONING & BUILDING INFORMATION

(For Home Occupation businesses within the City limits of Atascadero)

**Your Business License/Tax Certificate will not be processed until your business location has been approved.**

Please contact the **COMMUNITY DEVELOPMENT DEPARTMENT** for assistance in filling out this form.

**This form is for NEW BUSINESSES / CHANGE OF LOCATION only.**

**Commercial Businesses are required to submit a floor plan with complete square footage and use(s) listed.**

Is your business located in the City Limits of the City of Atascadero?  Yes  No

Are you planning any improvements to the building/tenant space?  Yes  No

If yes, what are the extent of the improvements/changes you have planned:

\_\_\_\_\_

Do you already have a permit for these changes?  Yes  No If yes, permit # \_\_\_\_\_

Does your building/tenant space have fire sprinklers?  Yes  No

Does your building/tenant space have a kitchen hood and suppression system?  Yes  No

Will you be constructing /installing a new sign?  Yes  No

Estimate number of Employees (not including yourself): \_\_\_\_\_ full-time \_\_\_\_\_ part-time

Is your business located on:  Ground Floor  Upper Floor

Former tenant (if known): \_\_\_\_\_

Are you sharing space with an existing business?  Yes  No If yes, with whom? \_\_\_\_\_

Floor area devoted to your business: \_\_\_\_\_ sq. ft. Area devoted to outdoor storage: \_\_\_\_\_ sq. ft.

# of apartment/storage/lodging units: \_\_\_\_\_

Total number of off-street parking spaces: \_\_\_\_\_  Shared Parking  Exclusive Parking

Hours of Operation: \_\_\_\_\_

Are you selling, delivering, and/or offering the following services or products?

Tobacco/Vaping products  Alcohol: ABC Lic. Type \_\_\_\_\_  Tattoo  Massage Therapy

Filming  Sales on Streets or Sidewalks  Soliciting



**City of Atascadero**  
**Community Development Department**

**PUBLIC INFORMATION - BUILDING SERVICES**

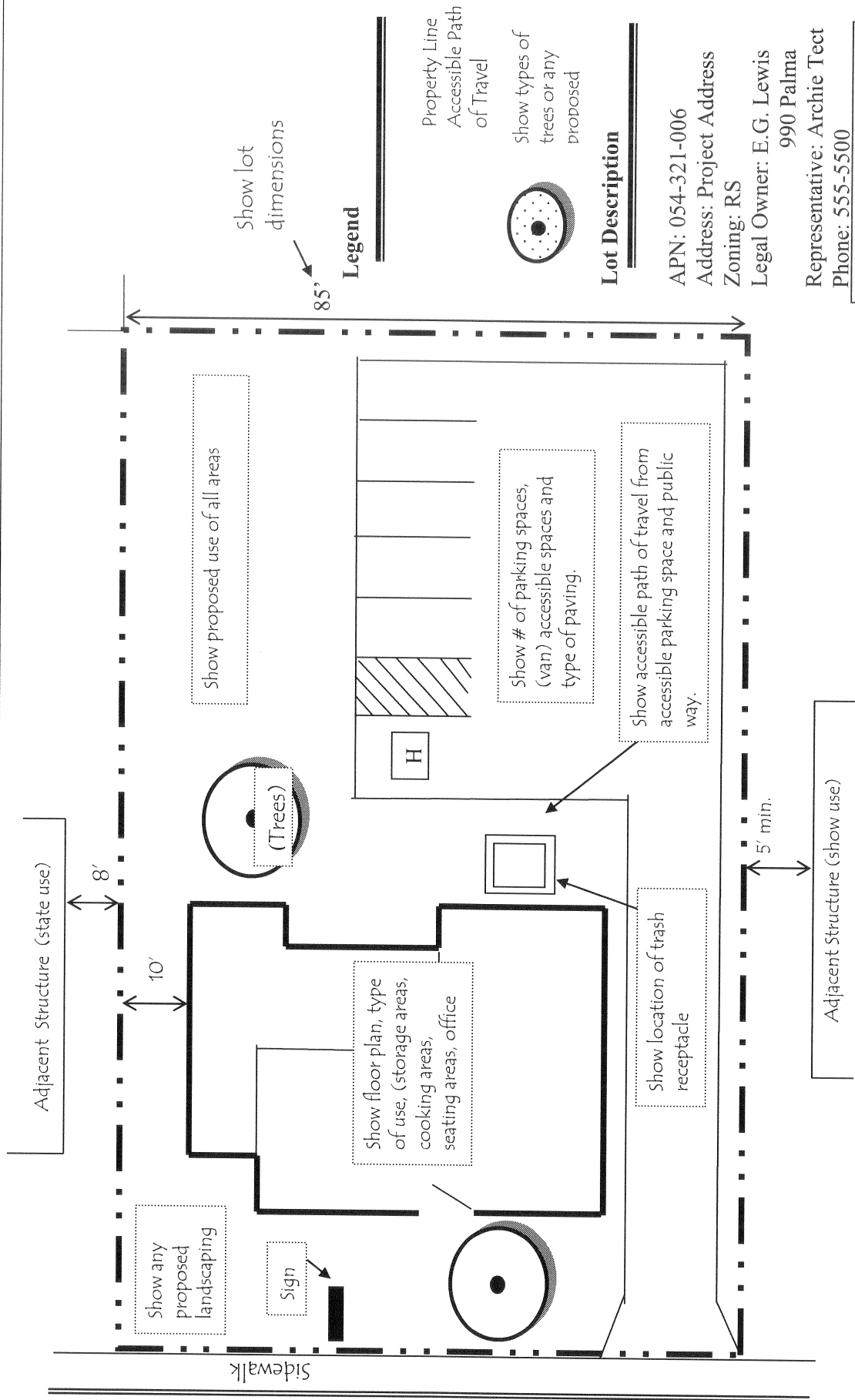
Community Development Department 6500 Palma Avenue Atascadero, CA 93422 (805) 461-5035 fax (805) 461-7612

## ELEMENTS OF A SITE PLAN

The following elements are commonly required for a typical site plan. Please check with a city planner at 461-5035 to see what is appropriate for your site plan.



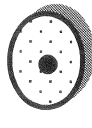
1. Property address and parcel number.
2. North arrow and scale.
3. Dimensioned property lines and all building setbacks.
4. Location, name, and width (including required widening) of adjacent street.
5. Existing easements.
6. Highlight all proposed buildings and improvements, and indicate existing buildings and improvements that will be retained. Also, indicate any structures to be removed.
7. Vehicle and pedestrian access (including length, width and slope of driveway).
8. Parking spaces, traffic flow direction.
9. All on-site structures, such as walls, fences, propane tanks, etc.
10. Location of signs; existing and proposed.
11. Location and setback of septic tank and leach fields.
12. Location of utility lines (include propane tank if applicable).
13. Planted areas and outdoor use areas.
14. Location of all existing trees. List type, trunk size, canopy diameter, and status (to be removed, saved, tree protection, or other).
15. The name, location, and width of all watercourses, blue-line creeks, etc.
16. Location and use of nearest structures on adjacent properties.
17. Location to nearest fire hydrant.

# Sample Commercial Business Site Plan



Show lot dimensions  
85'

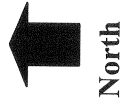
## Legend

-  Property Line
-  Accessible Path of Travel
-  Show types of trees or any proposed

## Lot Description

APN: 054-321-006  
 Address: Project Address  
 Zoning: RS  
 Legal Owner: E.G. Lewis  
 990 Palma  
 Representative: Archie Tect  
 Phone: 555-5500

Lot Coverage: 25%  
 Structures= 2,200 sq.ft.  
 Lot Size: 35,000 sq. ft.



Scale: 1 inch = 20 feet



# The Downtown Parking and Business Improvement Area Information

The City of Atascadero, Atascadero Business Improvement District (ABID) and Atascadero Chamber of Commerce are continuing funding for the downtown business district. Following are the details of how the funds are used:

- New and improved parking areas,
- Downtown wayfinding and streetscape improvements,
- Beautification projects, events and promotions.

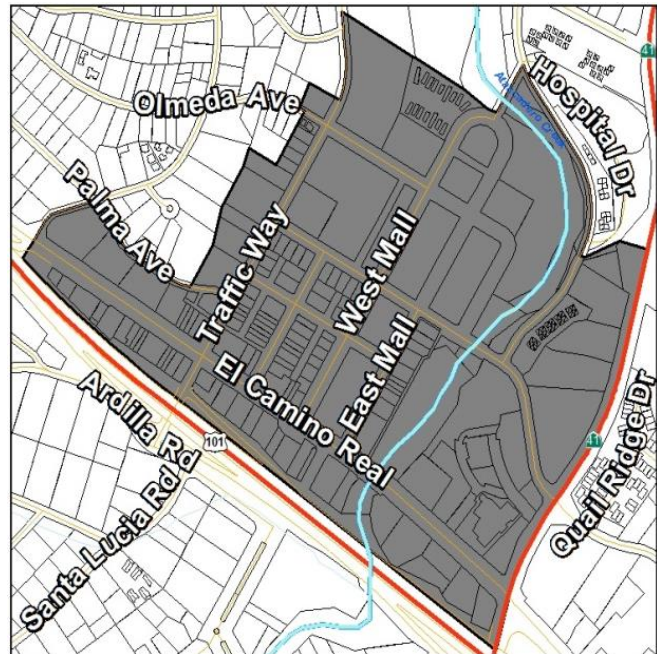
This program began in 1986 and was reinstated at a hearing on June 12, 2018, where the Atascadero City Council appropriated \$8,000 of seed money from the City general fund for marketing, outreach and promotions within the Downtown Parking and Business Improvement Area, referred to as the Atascadero Business Improvement District (ABID).

Ongoing, the ABID will be solely funded through a special annual assessment collected with the business license application and renewal fees for businesses located within the improvement area. The assessment began in 1986, was assessed at \$0 from 2008 through 2018, and was reinstated in 2019, where downtown businesses contribute \$50 or more (based on number of employees) each year to the fund, which will be administered by the Atascadero Chamber of Commerce. The Atascadero Business Improvement District Committee requested that this assessment be imposed on businesses within the area and will direct expenditures of funds to beautification and promotions within the downtown.

The improvement area is generally between Morro Road to the south, Rosario Avenue to the north, Highway 101 to the west and Hospital Drive/Atascadero Creek to the east.

For questions, please contact Terrie Banish, Deputy City Manager at (805) 470-3490 or [tbanish@atascadero.org](mailto:tbanish@atascadero.org) or Josh Cross, Chamber CEO/President at (805) 466-2044 or [Josh@atascaderochamber.org](mailto:Josh@atascaderochamber.org).

**Downtown Parking and Business Improvement Area**



# 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!"





## AB 783 (Ting) Single-User Restrooms

Start Date: January 1, 2024

Legislation: [AB 783 \(www.leginfo.ca.gov\)](http://www.leginfo.ca.gov)

Under State of California Business and Professions Code section 16000.2, you are hereby notified that Section 118600 of the Health and Safety Code requires you to identify all single-user toilet facilities in your business as all-gender toilet facilities on compliant signage.

This bill would require cities and counties that issue business licenses, equivalent instruments, or permits within its jurisdiction to provide written notice to each applicant for a new or renewed business license, equivalent instrument, or permit of the requirement that all single-user toilet facilities in any business establishment, place of public accommodation, or government agency be identified as all-gender toilet facilities.

AB 783 is related to AB 1732 (Ting) from 2016, which enacted a restroom policy requiring all single-occupancy restrooms in businesses, government buildings, and places of public accommodation be available to everyone.

AB 1732 authorized health inspection officials to check for compliance during health inspections.

AB 783 is designed to boost compliance with AB 1732 by ensuring businesses are aware of the requirements.

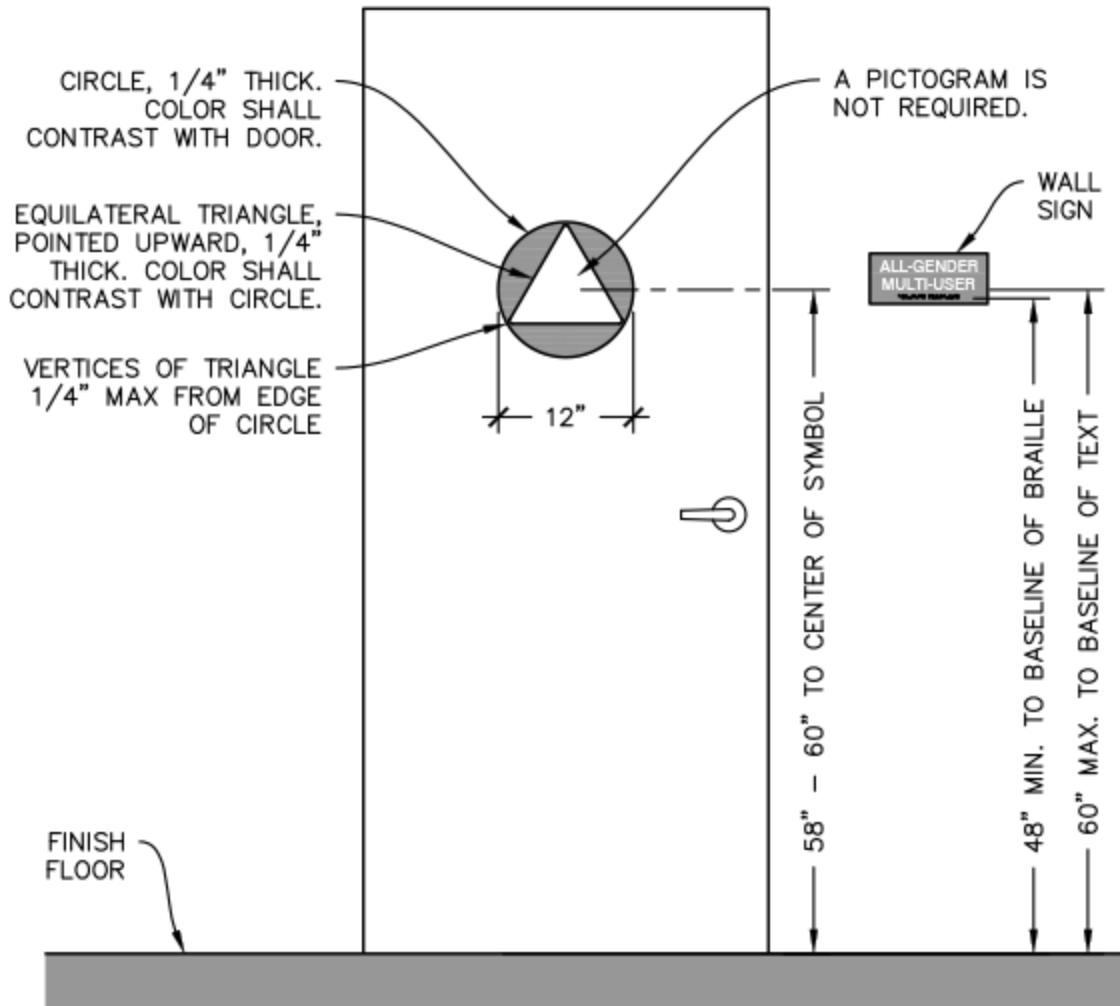
Please contact the Atascadero Building Department with any questions you may have.

Bruce St. John

Chief Building Official

805-470-3438

Working together to **serve**, build **community** and enhance **quality of life**.



ALL-GENDER MULTI-USER  
RESTROOM SIGNS



LETTERING SHALL BE:

- 5/8" – 2" TALL
- UPPERCASE
- SANS-SERIF
- HORIZONTAL FORMAT
- RAISED 1/32" MIN.
- NON-GLARE
- CONTRASTING WITH THE BACKGROUND

A PICTOGRAM IS NOT REQUIRED.

SEE "TACTILE SIGNS" FOR ADDITIONAL INFORMATION.

BRaille SHALL BE:

- CORRESPONDING WITH LETTERING
- CONTRACTED (TYPE 2)
- BELOW THE LETTERING
- HORIZONTAL FORMAT
- FLUSH LEFT OR CENTERED
- 3/8" – 1/2" FROM LETTERING
- 3/8" MIN. FROM RAISED BORDERS AND DECORATIVE ELEMENTS

ALL-GENDER MULTI-USER  
RESTROOM WALL SIGN