



# BUSINESS LICENSE FORM

FINANCE



**DANVILLE Businesses: Please complete entire form. All Others: Please fill-out all highlighted fields.**

**Please check:**  New Application  Change of Owner  Change of Address  
 Change of Business Name  Renew License#  Closeout License#

DBA Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ State Contractor's License: \_\_\_\_\_

\*Email: \_\_\_\_\_ Description of Business: \_\_\_\_\_

*\*Electronic licenses will be sent to email addresses on file when processed, Only Town of Danville storefront businesses will receive a hard copy of the license.)*

Ownership Type:  Corporation  LLC  Partnership  Sole Proprietorship  Trust  Other: \_\_\_\_\_

Business Location (Not a PO Box) \_\_\_\_\_

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

- Is this a Home Business?  No  Yes
- Is this a Sidewalk Vending Business?  No  Yes If yes, you must attach completed Sidewalk Vending Application form. (<https://www.danville.ca.gov/SidewalkVendingApplication>)

Mailing Address \_\_\_\_\_

1<sup>st</sup> Business Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Email \_\_\_\_\_

2nd Business Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Email \_\_\_\_\_

Business Location:  Rented  Owned If rental, please provide property owner contact information.

Property Owner Name \_\_\_\_\_

Property Owner Address & Phone \_\_\_\_\_

### Business License Fee Calculation (\* refer to Fee Schedule on back)

Flat Fee per Business*	\$	_____
State Mandated Fee AB1379	Required for processing	\$ 4.00
<b>DANVILLE LOCATIONS ONLY:</b> # of FTE Employees _____ x \$ _____*	\$	_____
Other Fees	\$	_____
<b>TOTAL DUE:</b>	\$	_____

Will Tobacco Products be sold?  No  Yes  
If yes, please refer to back for more information.  
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Does business have hazardous materials on site?  
 No  Yes  
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Are you a business that is a regulated industry with storm water discharge requirements?  
If Yes; SIC# \_\_\_\_\_  
NPDES Permit # \_\_\_\_\_

**For Office Use Only**  
Date \_\_\_\_\_ Initials \_\_\_\_\_  
 Approved  Denied  
Check # \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Zoning \_\_\_\_\_  
Land Use \_\_\_\_\_

Please make checks payable to **Town of Danville** and submit to:  
Town of Danville, Attn: Business Licenses, 500 La Gonda Way, Danville, CA 94526.

*Please read before signing. I declare under penalty of perjury that all statements contained herein are, to the best of my knowledge and belief, true and that all necessary land use permits, and any other permits required by law have been or will be secured prior to commencement of business activity which is the subject of this application. Privacy disclaimer: The City shall use the information you provide on this form for its own internal purposes. However, please be aware that any information provided may be subject to disclosure under the Public Records Act (PRA) (See Government code §§6250et seq.)*

**Authorized Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_



# BUSINESS LICENSE FEE SCHEDULE

FINANCE



## FEES

**ALL CLASSES- AB1379 FLAT FEE \$4/YR.** 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 [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx), the Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov), and the California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).

**CLASS A-** All businesses not defined as amusements, itinerant businesses, or annual marketplace. **FLAT FEE OF \$100/YR. \*FOR DANVILLE LOCATIONS ONLY, ADD \$10/FULL-TIME EMPLOYEE (FTE) OR FULL-TIME EQUIVALENT.** (For part-time employees, count as 1 full-time equivalent for every 35 hours worked per week and round to the nearest whole number). The business license period is from July 1<sup>st</sup> to June 30<sup>th</sup> annually. **New businesses are pro-rated as follows:** Q1: Jul-Sep \$100/\$10 FTE, Q2: Oct-Dec \$75/\$7.50 FTE, Q3: Jan-Mar \$50/\$5 FTE, and Q4: Apr-Jun \$25/\$2.50 FTE.

**CLASS B-** AMUSEMENTS & ITINERANT BUSINESSES. **FLAT FEE OF \$100/DAY.**

**CLASS C-** ANNUAL MARKETPLACE. **FLAT FEE OF \$150 PER ORGANIZER, PROMOTER, OR SPONSOR.**

**CLASS C1-** STREET FAIRS. **FLAT FEE OF \$150 PER EVENT.**

**OTHER-** TRANSFER OF LICENSE OR DUPLICATE LICENSE. **FLAT FEE OF \$25.**

**LATE FEES-** Danville and Home-based business renewal fees are due by July 1<sup>st</sup> and are subject to a 25% penalty on August 1<sup>st</sup>, and if not paid, beginning September 1<sup>st</sup> additional 1.5% interest will be due. If not paid by October 1 the account is sent to collections with 1.5% interest accruing monthly until paid in full.

## EXEMPTIONS

**ONE OR MORE OF THE FOLLOWING CRITERIA MUST BE MET**

1. Non-profit organizations as defined in Section 501(1), (2), or (3) of the Internal Revenue code. Requires IRS or State letter granting exempt status to be submitted.
2. Businesses with annual gross receipts under \$10,000/yr. New businesses must apply for a license for their first year of business. If gross receipts are under \$10,000 in the first year, they may request a refund by submitting federal tax return forms by August 15<sup>th</sup> following the end of the license year. Requires Schedule C or appropriate federal tax forms to be submitted.
3. Businesses exempt from local taxation by virtue of the constitution or applicable statutes of the United States or State of California. No forms required.
4. Businesses conducting any entertainment, concert, exhibition, or lecture on scientific, historical, literary, or charitable subjects within the Town whenever all the gross receipts of any such entertainment, concert, exhibition or lecture are to be appropriated to any church or school or to any charitable purpose within the Town. No forms required.
5. Businesses which rent or lease no more than four residential dwelling units to others. No forms required.

## \*BUSINESS LICENSE CERTIFICATES

Only physical storefronts or commercial buildings inside the Town will receive a paper license to the mailing address within 3 weeks of approval. Home-based and out-of-town businesses will receive an electronic copy of their business license to the email address on file.

## BUSINESS OWNER RESPONSIBILITIES

- Business owners are responsible for keeping business licenses current.
- Business owners are responsible for informing the Town their business has closed.

A renewal form will be sent prior to expiration. Failure to receive notices neither relieves the business owner of their responsibility to pay license fees nor does it excuse penalties if payment is late.

## TOBACCO RETAILERS LICENSE

Chapter 7-6 of the Danville Municipal code requires all persons or entities selling tobacco products on a retail basis within the Town of Danville to maintain a tobacco retailer's license. There is no cost for the license. Tobacco Retailers are also subject to other regulations regarding signs and display of tobacco products. For further information, please contact the City Attorney's office at (925) 314-3383.

TOWN OF DANVILLE • 500 LA GONDA WAY • DANVILLE, CA 94526-1740 • 925.314.3326 PHONE • 925.838.0797 FAX  
[BUSINESS\\_LICENSE@DANVILLE.CA.GOV](mailto:BUSINESS_LICENSE@DANVILLE.CA.GOV) • [WWW.DANVILLE.CA.GOV](http://WWW.DANVILLE.CA.GOV)



## **DISABILITY ACCESS REQUIREMENTS AND RESOURCES**



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### **NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:**

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:

DEPARTMENT OF  
GENERA SERVICES,  
Division of the State  
Architect, CASp Program  
[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)  
[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services  
[www.dor.ca.gov](http://www.dor.ca.gov)  
[www.rehab.cahwnet.gov/  
disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF  
GENERA SERVICES,  
California Commission on  
Disability Access  
[www.cdda.ca.gov](http://www.cdda.ca.gov)  
[www.cdda.ca.gov/resources-  
menu/](http://www.cdda.ca.gov/resources-menu/)

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### **CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES**

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit [www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

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## GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

### **Disabled Access Credit for Eligible Small Businesses**

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at [www.irs.gov](http://www.irs.gov).

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at [www.ftb.ca.gov](http://www.ftb.ca.gov).

### **Architectural and Transportation Barrier Removal Deduction**

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at [www.irs.gov](http://www.irs.gov).

### **California Capital Access Financing Program**

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at [www.treasurer.ca.gov/cpcf/calcap/](http://www.treasurer.ca.gov/cpcf/calcap/).

## FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at [www.ada.gov](http://www.ada.gov).

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at [www.bsc.ca.gov](http://www.bsc.ca.gov).