



**CITY OF SAN RAMON**  
**BUSINESS LICENSE APPLICATION**  
**2401 CROW CANYON RD, SAN RAMON, CA**  
**94583 (925) 973-2510 Fax (925) 838-3231**  
**WEBSITE: [www.sanramon.ca.gov](http://www.sanramon.ca.gov)**

License Number
# _____
Office Use Only

**BUSINESS INFORMATION**

Business Name: \_\_\_\_\_

Business Physical Location Address: \_\_\_\_\_

Post Office Boxes are not considered a Physical Business Location.

Suite/Apt. # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is this a residence?      No              Yes      If yes, please complete a Home Occupation Application permit.

Mailing Address (if different from above): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact name: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Date Business Originally Opened: \_\_\_\_\_ Date Opened in San Ramon: \_\_\_\_\_

Federal Tax I.D. Number: \_\_\_\_\_ OR Social Security Number: \_\_\_\_\_

**Type of Ownership:**

Corporation                      Partnership                      Sole Proprietor                      Limited Liability Corp

Detailed Description of Business Activity: \_\_\_\_\_

Classification Code: \_\_\_\_\_ Hours of Business Operation: \_\_\_\_\_

(<https://www.osha.gov/pls/imis/sicsearch.html>)

Retail Business?      No              Yes      If yes, State Sales Tax No. \_\_\_\_\_

Will Tobacco Products be sold?      No              Yes. Refer to City Ordinance No. 319.

Is there Hazardous material being used or stored at your business?      No              Yes

**OWNER/OFFICER INFORMATION**

Owner/Officer Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: (      ) \_\_\_\_\_

**Privacy Disclaimer:** The City shall only use the information you provide on this license application 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 §§6250 et seq.)

**CONTRACTOR INFORMATION  
(if applicable)**

License Number  
#  
Office Use Only

State Contractor License No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Classifications: \_\_\_\_\_

**Worker's Compensation Insurance:**  
If you have one or more employees, the State of California requires this information.

Insurance Company Name: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Expiration: \_\_\_\_\_

**EMPLOYEE INFORMATION**

Number of Employees working in San Ramon: \_\_\_\_\_ (do not include owner)

**FEE SCHEDULE**

**(Select only one fee, SB 1186 fee included in total fees)**

<b>(1) For General Businesses &amp; Contractors</b>	<b>Fee:</b>	<b>(4) For lessors of Commercial Property:</b>	<b>Fee:</b>
Five or fewer employees	\$ 54	Less than 5,000 Square Ft. Leased	\$ 54
Six to 50 employees	\$ 104	5,000 to 10,000 Square Ft. Leased	\$ 104
More than 50 employees	\$ 204	More than 10,000 Square Ft. Leased	\$ 204

\*\*\*PLEASE NOTE\*\*\*

*On September 19, 2012 Governor Brown signed into law SB-1186 which adds a State fee on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose 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. **SB 1186 FEE INCLUDED IN TOTAL FEES.** Effective January 1, 2018 through December 31, 2023, the fee is \$4.*

<b>(2) For Lessors of Dwelling Units</b>	<b>Fee:</b>	<b>(5) Amusement &amp; Itinerant Businesses, Circuses, Carnivals, &amp; Exhibitions</b>	<b>Fee:</b>
One Unit Leased	\$ 54		\$ 204
Two to Five Units Leased	\$ 104		
More than Five Units Leased	\$ 204		
<b>Leased Sq. Ft.</b>	_____		

<b>(3) Vending Machines</b>	<b>Fee:</b>	<b>(6) Temporary Places of Sale</b>	<b>Fee:</b>
One (1) to five (5)	\$ 74	One Day	\$ 54
More than five (5)	\$ 134	Two to Five Days	\$ 74
Number of Machines _____		Six to Thirty Days	\$ 204
		Number of Days _____	

**FEE EXEMPT STATUS**

**(ATTACH CERTIFICATE)**

The business activity to be conducted at the following above mentioned address within the City of San Ramon is exempt from the Business Licensing fee requirements pursuant to Ordinance #165, sections B2-6 through 17 for the following reason:

**PLEASEREADANDSIGNBELOW**

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, building permits, and any other permits required by law have been or will be secured prior to the commencement of the business activity which is the subject of this application.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Name Printed \_\_\_\_\_ Date \_\_\_\_\_

**City of San Ramon Business License Application**

License Number # Office Use Only
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BusinessName: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>			
<b>PLANNING/ZONING CLEARANCE</b>	Permitted Use	Land Use Permit/H.O.P. Required	
Date _____	L.U.P. /H.O.P. Approved	L.U.P. # _____	H.O.P. # _____
Assessor's Parcel Number _____		Zoning Designation _____	
Use Class _____			
Notes: _____			
<b>Planning Dept – Accepted by:</b> _____		<b>Date:</b> _____	
Police Department Clearance Required Fire Arm Retail Sale		DOJ Police Clearance letter attached CC County Health Permit Required	
Verified By: _____		Date: _____	
CK #/CASH/CC: _____ AMT. PD: \$ _____ RECEIPT #: _____			
Accepted By: _____ B/L Process Date: _____ BUS LIC # _____			

**Payment for the appropriate fees must accompany this application. *License application will not be processed without correct payment.***

**Make Checks payable to THE CITY OF SAN RAMON.**

**\*\*Credit Card Convenience Fee is 2.88% of the total transaction, plus \$0.09 per transaction\*\***

Charge to my:	MasterCard	Visa	American Express
Print name as it appears on card _____			
Credit Card Billing Address _____			
Card No. _____			
Expiration Date: _____		Amount \$ _____	
Authorized Signature: _____			



## 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.

### 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)

UNRUH CIVIL RIGHTS ACT – The Unruh Civil Rights Act is a state statute providing that all persons no matter their disability are entitled to full and equal accommodations, advantages, facilities, privileges or services in all business establishments of every kind.

[http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=CIV&sectionNum=51](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=CIV&sectionNum=51)

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)

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

<p><b>DEPARTMENT OF GENERSERVICES</b>, Division of the State Architect CASp Program</p> <p><a href="http://www.dgs.ca.gov/dsa">www.dgs.ca.gov/dsa</a></p> <p><a href="http://www.dgs.ca.gov/casp">www.dgs.ca.gov/casp</a></p>	<p><b>DEPARTMENT OF REHABILITATION</b> Disability Access Services</p> <p><a href="http://www.dor.ca.gov">www.dor.ca.gov</a></p> <p><a href="http://www.rehab.cahwnet.gov/disabilityaccessinfo">www.rehab.cahwnet.gov/ disabilityaccessinfo</a></p>	<p><b>DEPARTMENT OF GENERSERVICES</b>, California Commission on Disability Access</p> <p><a href="http://www.ccca.ca.gov">www.ccca.ca.gov</a></p> <p><a href="http://www.ccca.ca.gov/resources-menu/">www.ccca.ca.gov/resources-menu/</a></p>
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**IT IS IMPORTANT THAT YOU CONSULT A CERTIFIED ACCESS  
SPECIALIST TO PROTECT YOUR BUSINESS AND YOUR INVESTMENT  
(SEE REVERSE FOR MORE INFORMATION)**

## **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.apps2dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2dgs.ca.gov/DSA/casp/casp_certified_list.aspx)

## **GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING**

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

### **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/)