



CITY OF INDIO
 100 CIVIC CENTER MALL
 INDIO, CALIFORNIA 92201
 PHONE: (760) 391-4197 FAX: (760) 342-6598
BUSINESS LICENSE APPLICATION
 (OUTSIDE CITY LIMITS)



Any person required to pay a License Tax for transacting and/or carrying on any business within the City of Indio shall remain subject to the regulatory provisions of other sections of the City Code, especially as they apply to Zoning, Land Use, Building regulations, and Fire regulations.

*Complete and return this form with the License Tax required to: Business License Clerk, 100 Civic Center Mall, Indio, CA 92201.
 A License will not be issued without a completed form*

1. Name of Applicant: _____ Phone #: _____
 2. Name of Company: _____ Emergency #: _____
 3. Location of Company: _____ Email: _____
 4. Mailing / Service of Process Address: _____

**If applicant's business mailing address is a residential address, that address will be subject to public disclosures unless applicant provides a different address (e.g. P.O. Box) where the applicant consents to receive service of process.*

5. Please provide one of the following for (a):
 (a) CA DL#: _____ CA ID#: _____ SSN#: _____ - - _____ IRS ID#: _____ Municipal ID#: _____

(b) *(Please provide if applicable)*: State License #: (Contractor/Consumer Affairs) _____ SBOE #: _____

6. Type of Organization (Check One): Sole Proprietor Partnership Corporation

7. Names of Partners or Corporation Officers:
 _____ (NAME) _____ (TITLE) _____ (ADDRESS)
 _____ (NAME) _____ (TITLE) _____ (ADDRESS)

8. Complete Description of Proposed Business Operation - Be Specific:

SIC Code: _____ If the SIC (Standard Industrial Classification) code is subject to an Industrial General Permit, please provide any one of the following: Waste Discharger ID (WDID) #: _____, WDID application #: _____, Notice of Nonapplicability (NONA) ID#: _____, or No Exposure Certification (NEC) ID#: _____ issued for the facility by the State Water Resources Control Board.

WORKERS COMPENSATION DECLARATION

I hereby affirm, under penalty of perjury, one of the following declarations:

- I have and will maintain a certificate of consent to self-insure for worker's compensation, as provided by section 3700, for the duration of any business activities conducted for which this license was issued
 I have and will maintain worker's compensation insurance, as provided by section 3700, for the duration of any business activities conducted for which this license was issued. My worker's compensation insurance carrier and policy number are:
 Carrier: _____ Policy #: _____ EXP: _____

- I certify that in the performance of any business activities for which this license is issued I shall not employ any person in any manner so as to become subject to the worker's compensation laws of California, and agree that if I should become subject to worker's compensation provision of Section 3700 of the Labor Code, I shall forthwith comply with Section 3700.
 Date: _____ Signature: _____

WARNING: FAILURE TO SECURE WORKER'S COMPENSATION COVERAGE IS UNLAWFUL AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO \$100,000.00, IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3700 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

9. COMPUTATION OF LICENSE TAX:
 Estimated Gross Receipts for Current Year: \$ _____
 Tax Due: \$ _____
 Application fee: \$ 84.00
 SB1186 FEE: \$ 4.00
 Total amount Due: \$ _____

10. APPLICATION FOR:
 Check One
 New Business License
 Change of Location
 Change of Ownership
 Change of name

FOR OFFICE USE ONLY
 City Manager
 City Council
 Police Dept.
 Code Enforcement
 Planning Dept.
 Building Dept.
 Fire Dept.

NOTICE TO ALL BUSINESS LICENSE APPLICANTS
 THIS APPLICATION *IS NOT* A LICENSE TO DO BUSINESS UNTIL THE APPLICATION HAS BEEN PROCESSED AND APPROVED BY THE CITY OF INDIO. ALSO, YOUR BUSINESS LICENSE RECEIPT DOES NOT AUTHORIZE YOU TO DO BUSINESS.

I declare under penalty of perjury, that this application has been examined by me, and to the best of my knowledge and belief, is true, correct, and completed statement of fact.

DATE: _____ SIGNATURE: _____ TITLE: _____

**City of Indio, California
Code Compliance for Business License**

The issuance of a License to do business in the City of Indio does not exempt the owner of the business from the burden of responsibility to comply with all Codes and Ordinances of the City pertaining to the use of this property. Conducting a business within the City without a certificate of occupancy issued by the Building Department when required will cause the owner to cease all operations upon notice from the City

Phone Number: _____ Signature: _____

**AS A PART OF THE CITY STAFF REVIEW OF YOUR APPLICATION FOR A NEW BUSINESS / NEW LOCATION,
THE FOLLOWING INFORMATION IS REQUIRED.**

NATURE OF BUSINESS (Excluding apartments, motels, hotels, and trailer parks)

1. General Activity (e.g. laundry, retail) _____
2. The use involves the following conditions:
 - a. Maximum number of persons employed (including owners) _____
 - b. Does the use involve: (check all that apply)

(1) <input type="checkbox"/> Construction	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Finance / Real Estate	<input type="checkbox"/> Retail
<input type="checkbox"/> Wholesale	<input type="checkbox"/> Transportation	<input type="checkbox"/> Warehousing	<input type="checkbox"/> Service
(2) <input type="checkbox"/> Packaging	<input type="checkbox"/> Processing	<input type="checkbox"/> Compounding	
<input type="checkbox"/> Assembly	<input type="checkbox"/> Blending	<input type="checkbox"/> Painting or Conditioning	
 - c. Are the products produced from: Raw Material Previously prepared products
If yes, please explain: _____
 - d. Does the use involve flammable liquids? If yes, list quantity, type and character:

How stored: _____
 - e. List primary machinery, including power equipment: _____
Maximum Horsepower: _____
 - f. Total floor area of building: _____ sq ft. Sales Area: _____ % Office: _____ %
Fabrication and Assembly _____ % Storage: _____ % Other: _____ %
 - g. Restrooms Available _____

AVAILABILITY OFF-STREET PARKING SPACE:

1. Number of off-street spaces on this parcel _____, Other _____, Located _____ feet from the property, or CBD Parking District.
2. Condition of parking area: Paved Gravel Dirt.

OUTSIDE STORAGE:

1. What materials, products, or trucks are stored outside? _____
2. Is storage area fenced or walled by block wood wire open space

APARTMENT HOUSES, MOTELS, HOTELS, AND TRAILER PARKS:

1. Use Classification: _____ Number of Units / Spaces _____ Number of Buildings / Trailers _____
Motel, Hotel, Apartment, Trailer Park

FOR OFFICE USE ONLY

1. FIRE		By: _____	Date: _____
2. POLICE		By: _____	Date: _____
3. CODE ENFORCE.		By: _____	Date: _____
4. PLANNING		By: _____	Date: _____
	Zone: _____		
	Planning Case Approval (Case Number) _____		Date Approved: _____
5. BUILDING		By: _____	Date: _____
	Certificate of Occupancy (number): _____ Date Issued: _____		
6. ENVIRO HEALTH		By: _____	Date: _____

BUSINESS LICENSE SUBMITTAL
HOME OCCUPATIONS
(30-DAY PROCESSING TIME)

110.13(C)(2) DOING BUSINESS BASED ON AN UNAPPROVED APPLICATION PROHIBITED.

Notice to all business license applicants: The attached is not a license to do business until the application has been processed and the license issued by the City of Indio. It is unlawful for any person to transact and carry on any business, trade, profession, calling or occupation, without first having procured a license from the City. You will receive your official business license certificate in the mail, after your application has been approved, and at which time you may begin doing business. You may request a temporary business license to be issued, if you are ready to begin doing business before your official business license certificate is printed and mailed to you. Your business license receipt does not authorize you to do business without compliance with all applicable zoning, health, building and other rules and regulations.

1. PLANNING APPROVAL FOR ZONING
2. HOA / LANDLORD APPROVAL NEEDED
3. CALL FIRE DEPARTMENT FOR APPOINTMENT
760-347-0756
4. BUILDING INSPECTION AFTER PLANNING FINAL APPROVAL

LICENSE TAX SCHEDULES

CLASSIFICATION I

Classification I includes all persons engaged in the business of selling at wholesale or retail any goods, wares and merchandise of engaged in manufacturing, assembling, fabricating, warehousing goods, wares, merchandise and commodities or providing lodging places, or services (including all coin-operated devices) and all State licensed professions and vocations.

GROSS RECEIPTS	LICENSE TAX	GROSS RECEIPTS	LICENSE TAX	GROSS RECEIPTS	LICENSE TAX
0 - \$50,000	\$60.00	425,001 - 450,000	\$140.00	1,400,001 - 1,500,000	\$336.00
50,001 - 60,000	62.00	450,001 - 475,000	145.00	1,500,001 - 1,600,000	349.00
60,001 - 70,000	64.00	475,001 - 500,000	150.00	1,600,001 - 1,700,000	362.00
70,001 - 80,000	66.00	500,001 - 550,000	160.00	1,700,001 - 1,800,000	375.00
80,001 - 90,000	68.00	550,001 - 600,000	170.00	1,800,001 - 1,900,000	388.00
90,001 - 100,000	70.00	600,001 - 650,000	180.00	1,900,001 - 2,000,000	400.00
100,001 - 120,000	74.00	650,001 - 700,000	190.00	2,000,001 - 2,200,000	420.00
120,001 - 140,000	78.00	700,001 - 750,000	200.00	2,200,001 - 2,400,000	440.00
140,001 - 160,000	82.00	750,001 - 800,000	210.00	2,400,001 - 2,600,000	460.00
160,001 - 180,000	86.00	800,001 - 850,000	220.00	2,600,001 - 2,800,000	480.00
180,001 - 200,000	90.00	850,001 - 900,000	230.00	2,800,001 - 3,000,000	500.00
200,001 - 225,000	95.00	900,001 - 950,000	240.00	3,000,001 - 3,200,000	520.00
225,001 - 250,000	100.00	950,001 - 1,000,000	250.00	3,200,001 - 3,400,000	540.00
250,001 - 275,000	105.00	1,000,001 - 1,050,000	260.00	3,400,001 - 3,600,000	560.00
275,001 - 300,000	110.00	1,050,001 - 1,100,000	270.00	3,600,001 - 3,800,000	580.00
300,001 - 325,000	115.00	1,100,001 - 1,150,000	280.00	3,800,001 - 4,000,000	600.00
325,001 - 350,000	120.00	1,150,001 - 1,200,000	290.00		
350,001 - 375,000	125.00	1,200,001 - 1,250,000	300.00		10.00 for each 100,000 over 4,000,000
375,001 - 400,000	130.00	1,250,001 - 1,300,000	310.00		
400,001 - 425,000	135.00	1,300,001 - 1,400,000	323.00		

CLASSIFICATION II

Classification II includes all special, nonrecurring and miscellaneous occupations or activities not contained in a previous classification.

CATEGORY	LICENSE TAX
Long-term Residential Rental	Tax waived if no more than two properties licensed. Otherwise, taxes based on gross rents from all properties and calculated using Classification I schedule above.
Junk Dealers & Collectors	130.00 per year
Exhibitions	25.00 per day
Public Sales	50.00 per day
Auctions	50.00 per day
Bankrupt Sales & Bond	100.00 per day, Bond in the penal sum of \$ 500.00
Other Public Sales	50.00 per day
Specialty Occupations	100.00 per day/ Event
Christmas Tree Lots	130.00
Temporary Parking Lot (Date Festival)	35.00 per day
Home Related Occupations, including route and/or party sales	45.00 for gross receipts under \$ 10,000/year
Public Entertainment	Tax is 4.00 per day
Going Out Of Business	

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

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
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

www.cdda.ca.gov/resources-menu/

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.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

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.

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.

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.

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/cpcfca/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.

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.