



# City of Rocklin

3970 Rocklin Road, Rocklin, CA 95677  
Phone (916) 625-5000 • www.rocklin.ca.us  
Hours: Mon - Fri 8 - 4

<i>Please Check One</i>	
<input type="checkbox"/>	New Business
<input type="checkbox"/>	Change of Ownership
<input type="checkbox"/>	Change of Location
<input type="checkbox"/>	Change of Business Name

## BUSINESS LICENSE APPLICATION

<b>THE INFORMATION IN THIS SECTION IS PUBLIC INFORMATION</b>	<b>• For Office Use Only •</b>
<b>Business Name</b> _____ <b>Corporate Name</b> _____ <small>(if applicable)</small> <b>Bus. Owner Name</b> _____ <b>Business Location</b> _____ <small>(Cannot be P.O. Box per State of California Business &amp; Professions Code-Section 17538.5)</small> <b>Mailing Address</b> _____  <b>Business Phone No.</b> _____ <b>Business Fax No.</b> _____ <b>Bus. Email Address</b> _____ <b>Website Address</b> _____  <b>Location</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Home Based <b>Ownership</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust	<b>Business License No.</b> _____ <b>Category:</b> _____ <b>Date/Amount:</b> _____  <b>Contractor Only</b> _____ <b>State Lic. No.</b> _____ <b>State Lic. Type</b> _____ <b>Expire Date</b> _____

**CONFIDENTIAL INFORMATION: ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS**

Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code. To do so, please fill out the section on the bottom of this form.

<b>1st Owner Name</b> _____ <b>Title</b> _____ <b>Home Address</b> _____ <b>Home Phone No.</b> _____ <small>(Cannot be P.O. Box)</small> <b>Email Address</b> _____  <b>2nd Owner Name</b> _____ <b>Title</b> _____ <b>Home Address</b> _____ <b>Home Phone No.</b> _____ <small>(Cannot be P.O. Box)</small> <b>Email Address</b> _____	<b>Other ID No.</b> _____  <b>Other ID No.</b> _____
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<b>Please describe the nature of your business:</b> _____ _____ _____	<b>Number of Full-Time Employees</b> _____
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I acknowledge and understand that the Business License Certificate issued by the City of Rocklin is a receipt evidencing that I have paid the City of Rocklin business license tax imposed under Chapter 5.04 of the Rocklin Municipal Code for the year indicated. Issuance of the certificate does not entitle me to carry on the business without complying with all other City building and zoning ordinances and all other applicable laws. I take full and sole responsibility for determining that the business location stated above has the proper zoning and is in the appropriate type of structure, and for securing all necessary approvals prior to commencement of business at this location. **I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.**

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

Title: \_\_\_\_\_

**• PLEASE SEE REVERSE SIDE OF THIS FORM •**

**SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184 - AVAILABLE FOR PUBLIC INSPECTION**

If you wish to protect your residential address with a different service of process address, please provide it here.  
 NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.

**Service of Process Address** \_\_\_\_\_

**Residential Address to protect**     Business Location     Mailing Address     Owner/Partner/Officer Address

## BUSINESS LICENSE - GENERAL INFORMATION

- ➔ **WHY DO I NEED A BUSINESS LICENSE?** The City of Rocklin imposes an annual tax on all businesses, trades, and professions operating in the City. The Business License Certificate is proof that the tax has been paid and must be up to date as a condition of conducting the business.
- ➔ **WHAT ABOUT ZONING?** Obtaining a Business License Certificate does not mean your business location has the proper zoning. **Before signing a lease** for the tenant space/building, you should check with the Rocklin Planning Department to verify that the intended use is in the proper location.
- ➔ **APPLYING FOR A BUSINESS LICENSE AS A MESSAGE OR PHYSICAL THERAPIST?** A copy of your State of California License and/or Certificate is required. All massage business licenses are required to obtain a Massage Permit through the Rocklin Police Dept. prior to applying for your business license. Rocklin Police Dept. is located at 4080 Rocklin Rd, Rocklin, CA, phone number 916-625-5400.
- ➔ **FOR MORE INFORMATION,** please see the City's website at [www.Rocklin.ca.us](http://www.Rocklin.ca.us).

## CITY OF ROCKLIN • BUSINESS LICENSE FEE INFORMATION

Please use one of the following tables to calculate your Business License Tax and include any applicable **ADDITIONAL FEES** (see list below). If you are uncertain which table applies to your business, please call (916) 625-5020.

### BUSINESS LICENSE TAX TABLES (One Year)

ANNUAL GROSS RECEIPTS	(Business License Tax)	APARTMENTS/HOTELS	
\$ 15,000.00 or less	\$ 45.00	3-6 Units	\$15.00
15,001.00 - 25,000	\$ 70.00	7-12 Units	\$30.00
25,001.00 - 50,000	\$ 90.00	13 or more Units	\$30.00 <b>PLUS</b> \$1.25
50,001.00 & up	\$125.00		for each unit over 12
<b>Contractor (Contractor Lic A or B)</b> \$125.00 <b>Manufacturing &amp; Public Utilities</b> \$125.00 <b>Professional</b> \$125.00 <b>Service</b> \$ 70.00 <b>Subcontractor (Contractor Lic C or D)</b> \$ 80.00		<b>TRANSPORTATION</b>  First Vehicle \$50.00 Each additional vehicle \$25.00	

#### **ADDITIONAL FEES:**

<b>Business License Application</b> (required for new business license)	\$ 20.00
<b>SB 1186 CASp Fee</b> (required for new and renewed business licenses)	\$ 4.00
<b>Home Occupation Permit</b> (required for new businesses operating from a residence within the City limits)	\$ 141.00
<b>Duplicate Business License Certificate</b>	\$ 5.00
<b>Name or Location Change</b>	\$ 5.00
<b>Fire Inspection for Home Occupation Permit</b> (if required)	\$ 117.00

### BUILDING DEPARTMENT COMMENTS (Rocklin Commercial Businesses Only)

It is the applicant's responsibility to schedule the necessary departmental inspections/approvals. Building approvals can be expedited by contacting the Building Division at 916-625-5120 directly to arrange for the necessary inspections. **Failure to obtain departmental approvals can result in delays to your scheduled opening.** The applicant must contact the Building Division as soon as possible and no later than 5 working days before the scheduled date of opening, to arrange for the necessary review/inspection.

If you are in the process of remodeling, including changing or adding signs, and have not obtained a building permit, please contact the Building Division to verify if a permit is required. If so, you will be given instructions on how to proceed in applying for the necessary permit(s).

### SB1186 COMPLIANCE

On September 19, 2012 Governor Brown signed into law Senate Bill -1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose of this fee 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.

On October 11, 2017, this \$1 fee was extended indefinitely and, on Jan. 1, 2018 until Dec. 21, 2023, the amount was increased from \$1 to \$4. The fee will revert back to \$1 on Jan. 1, 2024.

Effective January 1, 2018, \$4 of the amount paid for new and renewal Business Licenses in the City of Rocklin is being collected to comply with this State Mandate. 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 (SB1186, Section 15, 4469). You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

Division of the State Architect - [www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa); Department of Rehabilitation - [www.dor.ca.gov](http://www.dor.ca.gov); and California Commission on Disability Access - [www.cccda.ca.gov](http://www.cccda.ca.gov)



# City of Rocklin

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## BUSINESS LICENSE WORKSHEET

### RENTAL PROPERTY

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

Number of Units: \_\_\_\_\_

RENTAL PROPERTY FEE SCHEDULE (One Year)	
3-6 Units	\$15.00
7-12 Units	\$30.00
13 or More Units	\$30.00 <i>plus</i> \$1.25 for each unit over 12

\_\_\_\_\_  
 (Signature) (Title) (Date)

ADDITIONAL FEES	
<b>BUSINESS LICENSE APPLICATION</b> (Required for new business license)	<b>\$20.00</b>
<b>STATE OF CALIFORNIA CASP FEE</b> (Required for new and renewed business licenses)	<b>\$ 4.00</b>
<b>HOME OCCUPATION PERMIT</b> (Required for new businesses operating from a residence within the city limits)	<b>\$141.00</b>