

City of Richmond  
**BUSINESS LICENSE DIVISION**  
 Phone: (510) 620-6742  
 Fax: (510) 620-6522



Finance Department  
 450 Civic Center Plaza  
 Richmond, California 94804  
 www.ci.richmond.ca.us/finance

## BUSINESS LICENSE APPLICATION

The City of Richmond Municipal Code Section 7.04 requires all businesses to pay a business tax, but such payment does not authorize an applicant to do business in the City. All business must comply and continue to comply with all laws of the City, including but not limited to its zoning, building, planning, and fire regulations.

<b>- FINANCE DEPARTMENT USE ONLY -</b>
<b>Business License No.:</b>
.....
<b>NAICS Code:</b>

<b>Type of Business:</b>	<b>No. of Employees:</b>	<b>Business Start Date:</b>
<b>Business Name:</b>		
.....		
<b>Business Location:</b> (Street, City, State, Zip)		
.....		
<b>Mailing Address:</b> (Street, City, State, Zip)		
.....		
<b>Phone:</b>	<b>Fax:</b>	<b>Cell:</b>
.....	.....	.....
<b>Emergency Contact:</b>	<b>Email Address:</b>	
.....	.....	
<b>Ownership:</b>	<input type="checkbox"/> Sole Ownership <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC	
<b>Federal Tax ID No.:</b>	<b>Social Security No.:</b>	<b>Sales Tax ID No.:</b>
.....	.....	.....
<b>Contractor's State Lic. No.:</b>	<b>Exp. Date:</b>	<b>Type:</b>
.....	.....	.....
<b>Primary Business Owner's Name:</b> (List additional owners on back)		<b>Phone:</b>
.....		.....
<b>Home Address:</b> (Street, City, State, Zip)		
.....		
<p>I declare under penalty of perjury that the information contained in this application is true and correct to the best of my knowledge; that I am licensed or otherwise qualified to conduct the business described in this application; and that I do not intend to engage in or allow criminal activity on the business premises. I agree to comply with all requirements of Zoning, Building, Fire and all other applicable laws, ordinances and regulations pertaining to the operation of such businesses. The issuance of this license does not constitute the City's consent that the holder of such license may operate a business in violation of any such codes or regulations.</p>		
X _____ Signature		_____ Date
<b>- FOR PLANNING DIVISION USE ONLY -</b>		
<b>Reviewing Planner:</b>	<b>Title:</b>	<b>Date:</b>
.....	.....	.....
<b>Zoning District:</b>	<b>Code Section:</b>	<b>Use Type:</b>
.....	.....	.....
The use type is <b>Allowed</b> in the Zoning District	The use type is <b>Conditionally Allowed</b> in the Zoning District with a <b>Conditional Use Permit</b>	The use type is <b>Not Allowed</b> in the Zoning District

Please see Note Below  
 Regarding SB-1186 \$4 Fee

## NEW OR RENEWAL OF BUSINESS TAX APPLICATION

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state **fee of \$4** 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.

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).
- The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).