



CITY OF EL CAJON

200 Civic Center Way • El Cajon, CA 92020-3916
Telephone (619) 441-1668

Please Check One:

- New Business
- Change of Owner
- Change of Location
- Change of Business Name

BUSINESS LICENSE APPLICATION

Please Type or Print Clearly

Business Name (DBA)

Business Location (Include suite #)

Business Phone (Area code required)

Business Fax (Area code required)

City State Zip

Mailing Address (Check if Same As Business Address)

E-Mail:

Web Page:

City State Zip -

Business Start Date in El Cajon

Description of Business:

NAICS Code:

Number of Employees

Number of Amusement Devices
(If Applicable)

Number of Pool Tables
(If Applicable)

Number of Units/Spaces
(Rentals/Mobile Homes Only)

Number of Vehicles
(Taxicabs Only)

State Contractor's License Number and Classification

Federal Employer Identification Number from IRS

Number:

Classification:

Seller's Permit Number from Board of Equalization

State Identification Number from State Employment Development

Check any of the following that are applicable to your business:

I am operating this business out of my home | Selling Tobacco Products | Selling Alcohol Products | Selling Firearms

Ownership Information

Check one of the following:

Sole Proprietor | Husband & Wife Sole | Partnership | Limited Partnership | Corporation | Limited Liability Company | Trust

Owner Name (individual/partnership/corporate name)

Enter Information for Individuals, Officers, Partners, Managers, Trustees - Attach additional page if necessary

Name Title

Home Address Home Phone:

City State Zip Social Security No.

Name Title

Home Address Home Phone:

City State Zip Social Security No.

Emergency Notification (For City of El Cajon Businesses Only)

Name Phone

Name Phone

I declare under penalty of making a false statement, that I have read and completed all sections of this form to the best of my knowledge and belief, and that statements made herein are correct and true. I further acknowledge receipt of the El Cajon Business License Fact Sheet and understand issuance of the Business License does not relieve me from meeting other Municipal Code requirements.

Signature Date

Owner, Partner, or Corporate/Company Officer

FOR CITY USE ONLY

Base Tax \$ Total Paid Planning Fire Building

Employee/Unit Tax \$ Date Paid Special Operation 5.04.100 Exempt

Device/Table Tax \$ Receipt # By Comments:

Penalty \$ Bus. Code Fee Code

TOTAL AMOUNT DUE \$ Cash Check Credit M.O.

Business License Number: Note: _____

Fill-in Form Help

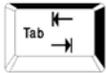
To view, complete and print PDF fill-in forms you need the [Acrobat Reader](#) (version 3.0.1 or later). You will not be able to save your completed application to your hard drive, so you will need to be able to print the application after completing. Print two copies if you wish to keep one for your records.

You may also print a blank form, and complete by hand.

IMPORTANT: After completing the application, be sure to sign and date the copy you submit. Unsigned applications will be returned.



To complete the application, select the hand tool from the Acrobat toolbar menu. Use the hand pointer to select a field to enter information, check a box, or push a button.



You may also use the Tab key to move forward through the fields (Shift-Tab to move back).



The scroll bar on the right is used to move the page up and down.

 You may resize the window and make the print look larger or smaller by using the  magnification icons. You may need to click on the document after selecting the icon.

Reset

If at any point you wish to start over, press the “Reset” button.

Instructions

For additional information on completing application, press the “Instructions” button. To Print only this section press

Print Instructions

Rates

For information on the most common rates for business licenses, press the “Rates” button. To Print only this section press

Print Rates

Print Application

To print only the application, press the “Print Application” button at the top of the application. You may also use the File menu in Acrobat and select print.

Print All

To print all pages, press the “Print All” button.

Return Application

To return to the application press the “Return Application” button.

Print Fill-In Help

To print only this page press “Print Fill-In Help”



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BUSINESS LICENSE FACT SHEET

First Step: For any new business (including a home occupation) located within the El Cajon city limits, or any existing business moving to a different location within the City, you must first contact the Planning Division staff to check the zoning of your business location. Phone: (619) 441-1742. If you purchase a license first, and it is later determined that the property is incorrectly zoned, you will not receive a refund of the license tax. (NOTE: Skip this step if you are applying for: license renewal; change of ownership; change of business name.)

Business Name: Enter complete business name. If you are an independent contractor for a company or rent space in an established business (e.g. beauty salon, antique mall), use your own business name, not the name of the company or established business.

If you are doing business under a fictitious name you must file with the San Diego County Recorder's Office, Fictitious Name Department, A fictitious name is a business name that does not include the surname of the individual owner and each of the partners, or the nature of the business is not clearly evident in the name; for corporations, any name that is not the exact corporate name as listed in the articles of incorporation.

Located at 1600 Pacific Highway Room 260, San Diego, CA 92101; or 200 South Magnolia Ave, El Cajon, CA 92020.
Phone: (619) 237-0502 (San Diego) or (619) 401-5700 (El Cajon).

Internet: www.sdarcc.com/arcc/services/fbn_info.aspx

Business Location: Enter complete address of business location including unit number. Post office box and mailbox addresses may not be used. If you are conducting business from your residence and do not wish the residence address disclosed to the public, you may use a post office box or mailbox address here, however, you must disclose your residence address under "Ownership Information" and check the applicable box "I am operating this business out of my home". Addresses listed only under ownership information are not released to the public.

Mailing Address: All correspondence and renewal notices will be sent to this address. Notify business license division promptly of any change. If this space is not completed, correspondence will be mailed to your business address. **Timely renewal of your business license is your responsibility! Notices are mailed as a courtesy only. All annual business licenses expire on December 31st. Failure to receive a renewal notice does not relieve you of responsibility for penalties assessed for late payment.**

Business Start Date: List the actual date you began business in the City of El Cajon. License fees are calculated from that date and there is a penalty if delinquent. If moving to El Cajon, list date beginning here, not when you started elsewhere.

Description of Business: Describe briefly what your business activities will be (e.g. retail sales of apparel, wholesaler of cleaning products, accounting service, etc.). Enter North American Industrial Classification System Code (NAICS), if known.

Number of Employees: Enter the total number of full and part time employees working in El Cajon. Count as employees all persons for whom you are withholding taxes; all others are independent contractors and must obtain their own separate business license. If a corporation, officers receiving a salary should be counted as employees.

Number of Amusement Devices/Pool Tables: Enter the total number of amusement devices and pool tables that are located at the business location. All devices at the business site must be counted, whether or not they are owned by the business. Amusement devices are any vending devices used for amusement that are available to the general public and for which a fee is charged for use of such machine. Examples would include video and pinball games, dart machines, crane machines, jukeboxes, kiddie rides, and computers used for gaming.

Number of Units/Spaces (Rentals/Mobile Homes Only): Enter the total number of rental units or mobile home spaces on property. This information should correspond with information recorded with county assessor.

Number of Vehicles (Taxicabs Only): Enter number of vehicles that will be picking up customers in El Cajon. Taxicab companies must first obtain permission from Metropolitan Transit System (MTS) to operate in El Cajon. Attach copy of letter from MTS with business license application.

State Contractor's License Number: Enter your current and active California license number and classification.

Federal Employer Identification Number: This number is required unless you are a sole proprietor with no employees. If you do not have this number, you may contact the Internal Revenue Service at 1-800-829-3676 and request an application (Form SS-4). The form is also available on the Internet at www.irs.gov

OVER 

Seller's Permit Number: This number is required of all businesses selling tangible personal property. The California Board of Equalization is located at 15015 Avenue of Science Suite 200, San Diego, CA 92128. Phone: (858) 385-4700. You may apply on the Internet at www.boe.ca.gov/electsrv/ereg/index.html.

State Identification Number: This number is required of businesses with employees. Information available from California Employment Development Department located at 10636 Scripps Summit Ct, Suite 202, San Diego, CA 92131. Phone (800) 547-9565. Internet: www.edd.ca.gov

If you are operating your business out of your home, selling tobacco, alcohol products, or firearms, check applicable boxes.

Owner Name (List one of the following):

1. Name of Corporation, Limited Partnership, or Limited Liability Company as registered with California Secretary of State.
2. Individual Names of General Partners, or Sole Proprietor.
3. Name of Trust

Information for Individuals, Officers, Partners, Managers, Trustees: Enter individual names, titles, home address, home phone. Social Security number only required of sole proprietors with no employees, and that do not have a federal employer identification number. Attach additional page if necessary.

Emergency Notification: Only for businesses with a business location inside the city limits. List up to two names and phone numbers of persons to be notified in after hour's emergency. For police and fire use.

Signature: Application must be signed and dated by an owner, partner, or officer.

OTHER IMPORTANT INFORMATION

Persons required to pay license tax for transacting and carrying on any business, under ECMC 5.04 & 5.08, shall not be relieved from the payment of any license tax for the privilege of doing such business required under any other ordinance of the city and shall remain subject to the regulatory provisions of other ordinances (ECMC 5.04.040).

SPECIAL OPERATION LICENSES ARE REQUIRED for Arcades (4 or more coin operated amusement devices), Ambulances, Cabarets (alcohol served with live entertainment and/or dancing), Closing Out Sales, Dance Hall, Escort Services, Fortune telling, Junkyards, Massage Establishments, Merchandise Coupon Sales, Pawnbrokers, Private Patrol Services, Poolrooms (3 or more tables), Secondhand Stores, Sound Trucks, Swap Meet Operations, Police Towing services.

Vehicles for Hire (taxicabs, charter vehicles, non-emergency medical vehicles, and jitneys) must first obtain permission from Metropolitan Transit System (MTS) to operate in El Cajon. Phone: (619) 231-1466.

CITY BUSINESS LICENSE IS ISSUED WITHOUT VERIFICATION THAT THE LICENSEE IS SUBJECT TO OR EXEMPTED FROM LICENSING BY THE STATE.

HOME OCCUPATION APPLICANTS

1. There will be no signs erected or displayed on the property.
2. There will be no employees except myself and/or inhabitants of the dwelling on the premises.
3. There will be no storage of merchandise, equipment, or materials other than what is necessary to maintain an office.
4. There will be no customer coming to the dwelling to receive the service or merchandise offered by the home occupation.
5. All contacts with customers or clients take place on-site only by mail, telephone, or electronic media such as a computer/facsimile machine or entirely off-site.
6. Home occupation does not create a nuisance by reason of noise, dust, odor, vibration, fumes, smoke, electrical interference or similar conflicts with compatibility
7. There will be no alteration of the residential character of the premises.
8. The required garage, carport or parking space for the dwelling is not converted for use in any way by the home occupation to preclude its use for parking.
9. Any equipment necessary to perform the home occupation on the premises must be kept in a pickup truck or van with a maximum capacity of one ton or a trailer that can be towed by a truck or van.

A WORD ABOUT SIGNS

The City of El Cajon has a comprehensive sign ordinance that regulates all signs. Portable, temporary signs, and banners are generally not allowed. Before you purchase or construct any signs, please check with the El Cajon Planning Division at (619) 441-1742. Website: http://www.ci.el-cajon.ca.us/dept/comm/sign_brochure.pdf

SECURITY ALARM PERMITS

The City of El Cajon requires that all security alarms within the City be licensed. If you have an alarm system a no fee application needs to be completed. Applications may be obtained at the El Cajon Finance Department, located at 200 Civic Center Way (5th Floor) in El Cajon, or you may call the Alarm Clerk at (619) 441-5503.



CITY OF EL CAJON BUSINESS LICENSE RATES

| Business Classification | Rate* |
|---|--|
| Business Location <u>Inside</u> El Cajon City Limits | \$40.00 + \$3.00 Per Employee Business Tax + \$1.00 State Application Fee |
| Business Location <u>Outside</u> El Cajon City Limits | \$60.00 + \$6.00 per Employee Business Tax + \$1.00 State Application Fee |
| State-Licensed Contractor (<u>Any Location</u>) | \$70.00 + \$3.00 per Employee Business Tax + \$1.00 State Application Fee |

* Business Tax and State Application Fee are both non-refundable

Pool Tables, add \$12.00 per Table. | Amusement Devices, add \$30.00 per Device.

PLEASE NOTE

There are several types of businesses that have a different tax rate than mentioned above including Billboards, Carnivals/Circuses, Firearm sales, Itinerant and Soliciting sales, Mobile Home Parks, Rentals (2 or more units), Taxicabs, and all Special Operation Licenses listed on the Fact Sheet. For further information, contact the Business License Division at (619) 441-1668.

All licenses expire on December 31st and due for renewal on January 1st. If you begin business between October 1st and December 31st, you may pay for both the current and following calendar years for one and one-half (1½) times the applicable tax rate. Applicants using this option will not have their business license issued until October 1st of the current year. Applicants who apply from October through December and begin business the following calendar year, only pay for one calendar year, and will not have their business license issued until after January 1st of the following year. Please note the state application fee remains at \$1.00.

The business tax is due on the date business commences and there is a 30-day grace period. Penalties are incurred at a rate of 10% per month or fraction of a month thereafter. All licenses expire on December 31st and are due for renewal on January 1st. Checks payable to "City of El Cajon".

Send applications returned by mail to:

**CITY OF EL CAJON
BUSINESS LICENSE DIVISION
200 CIVIC CENTER WAY
EL CAJON, CA 92020**

Effective January 1, 2013 California Government Code 4467 mandates The City collect a \$1.00 fee on all applicants for a business license or equivalent instrument or permit.

Notice in accordance with California Government Code 4469

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.

The Department of Rehabilitation at www.rehab.cahwnet.gov.

The California Commission on Disability Access at www.cdda.ca.gov.



City of El Cajon Fire Department
100 East Lexington Ave.
El Cajon, CA 92020
(619) 441-1618

If your business is located within the City of El Cajon, it may require a special operating permit issued by the fire department. If your business will involve any of the listed processes, please check the adjacent box. If you have any questions please contact the El Cajon Fire Department at 619-441-1618.

Will your business:

- Manufacture, store, or handle aerosol products in excess of 500 pounds?
- Operate an amusement building?
- Use a building for servicing aircraft, or fueling aircraft?
- Conduct a carnival or fair?
- Store, handle, or use cellulose nitrate film?
- Involve activities that produce combustible dust?
- Store or handle combustible fibers in excess of 100 cubic feet?
- Store, use or handle compressed gases?
- Operate a covered mall?
- Produce, store, transport, use, handle or dispense cryogenic liquids?
- Perform cutting or welding metal products?
- Operate a dry cleaning plant?
- Operate an exhibit or trade show?
- Manufacture, store, handle, or sell explosives (including munitions), fireworks, or pyrotechnic special effects?
- Store, handle or use flammable or combustible liquids?
- Perform floor refinishing using flammable liquids?
- Operate a fruit or crop ripening process?
- Perform fumigation or thermal insecticide fogging inside a vault?
- Store, handle, dispense, transport on site, or use hazardous materials?
- Store, handle or use hazardous production materials?
- Use a building for high-pile storage?
- Perform hot work, or use industrial ovens?
- Store or process lumber?
- Store or use Liquefied Propane Gas (LPG)?
- Melt, cast, heat-treat or grind magnesium?
- Store more than 2,500 cubic feet of combustible materials? (i.e. packing cases, boxes, tires)
- Perform paint removal with torches?
- Use open flames and candles in assembly areas, restaurants, and drinking areas?
- Manufacture organic coatings?
- Operate a place of assembly? (A gathering of 50 or more people for civic, social, religious functions, dining, drinking, or awaiting transportation)
- Handle pyrotechnic special effects materials?
- Store or handle pyroxylin plastics?
- Operate a mechanical refrigeration unit?
- Repair garage or fuel-dispensing facility?
- Rooftop heliport?
- Involve spraying or dipping operation using flammable or combustible liquids, or powders?
- Store scrap tires or byproducts?
- Operate temporary tents, canopies, or membrane structures?
- Include a tire rebuilding plant?
- Involve waste handling, junkyard, or a wrecking yard?
- Store more than 200 cubic feet of chipped wood?
- None of the above.

I certify that my business includes the above checked processes. If my business changes to add or omit any of these processes I will notify the El Cajon Fire Department immediately.

Business Name: _____

Date: _____ **Bus. Address:** _____ **Phone:** _____

Name (print) _____ **Sign:** _____