

CITY OF COALINGA  
BUSINESS LICENSE/  
HOME OCCUPATION APPLICATION  
155 W. Durian Street Coalinga, CA 93210  
Phone: (559) 935-1531 Fax: (559) 935-0995

Business Type: (Check all that apply)

GENERAL	(\$29.00)	NON-PROFIT
HOME OCCUPATION	(\$100.00)	OTHER
CONTRACTOR	(\$54.00)	
PROFESSIONAL	(\$44.00)	

BUSINESS NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ BUSINESS PHONE# \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL TAXPAYER I.D./S.S.#: \_\_\_\_\_ SALES TAX I.D.# \_\_\_\_\_

DESCRIBE BUSINESS ACTIVITY \_\_\_\_\_

FOR HOME OCCUPATION: PLEASE COMPLETE A QUESTIONNAIRE

OWNERSHIP STATUS:                      Sole Proprietor                      Corporation                      Partnership

OPENING DATE OF BUSINESS: \_\_\_\_\_

KIND OF BUSINESS: (Check all that apply)

Retail	Manufacturing	Financial/Insurance	Real Estate Leasing/Rentals
Wholesale	Services	Door to Door Solicitation	Contractor - CSLB Lic # _____
Restaurant	Professional Office	Dental/Medical	Other _____

OWNER/MANAGER NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

AFFIDAVIT: I declare, under penalty of making false affidavit, that this application is made by me, that I am authorized to make such an application, that to the best of my knowledge and belief, it is a true, correct and complete application made in good faith, pursuant to the provisions of the Business License Ordinance of the City of Coalinga.

CONTRACTORS: By signing this document, you hereby declare yourself responsible for ensuring that all subcontracts have a valid business license on file with the City of Coalinga.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR HOME OCCUPATION APPLICANTS ONLY:**

AFFIDAVIT: I, the undersigned, hereby certify that I have read and understand the provisions attached pertaining to the establishment of a Home Occupation and agree that I will operate my business within the provisions prescribed by Sec. 9-2.3001 of the Coalinga Municipal Code:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICIAL USE ONLY**

License No. _____	General _____	Planning _____
Date Received _____	Professional _____	Building _____
Paid _____	Contractor _____	Fire _____
Expiration _____	Home Occup. _____	Police _____
Home Occupation Approved by: _____		Date _____
Business License Application Approved by: _____		Date _____

## WORKER'S 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 is issued.

\_\_\_\_\_ I have and will maintain worker's compensation insurance, as required by Section 3700, for the duration of any business activities conducted for which this license is issued.

My worker's compensation insurance carrier, policy number, and expiration date are:

Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

\_\_\_\_\_ 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 the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Business Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

**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. In addition to the cost of compensation, damages as provided for in Section 3700 of the Labor Code, interest and attorney's fees.



## CITY OF COALINGA BUSINESS LICENSE INFORMATION

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Coalinga, CA 93210  
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Fax: (559) 935-0995

*Thank you for your interest in conducting business with the City of Coalinga. Ordinance 546 of the City of Coalinga Code requires that any person who conducts, operates, or engages in any business activities within the city shall obtain a City of Coalinga business license. The term "business" shall include all activities engaged in or caused to be engaged in within this City with the object of gain, benefit or advantage, whether direct or indirect, to the taxpayer or to another or to others, but shall not include the services rendered by an employee to this employer or a casual or isolated transaction. "Engaging in Business" shall mean commencing, conducting or continuing in business and liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.*

All annual business tax certificates issued under Ordinance 546, except the first certificate issued to newly established businesses, shall be considered to be issued on January 1<sup>st</sup> of each year and shall expire on December 31<sup>st</sup> of the same year.

### **UPON THE SALE OR TRANSFER**

No certificate granted or issued under the Business Tax provisions of this article shall be in any manner transferred or assigned, or authorize any person other than the person named in the certificate to carry on the business therein named or to transact such business at any place other than the place or location therein named without the written consent of the Finance Director endorsed thereon. **At the time such certificate is assigned or transferred on the place of location for the carrying on of such business is changed, the person applying for such transfer or change shall pay to the Finance Department a fee of \$25.00 for each assignment or transfer.**

### **PENALTY FOR NONPAYMENT OF ANNUAL BUSINESS TAX**

Every annual business tax or registration fee renewal which is not paid on or before March 1<sup>st</sup> of each year, or within fifteen (15) days after commencing business for a newly established business, is hereby declared delinquent, and the Finance Department shall thereupon add to said business tax registration fee and collect a penalty of twenty-five (25) percent of the tax so delinquent. In addition to the penalties imposed, any person who fails to remit any business tax shall pay interest at the rate of one and one-half percent (1 ½%) per month.

### **DOCUMENTS REQUIRED TO OBTAIN A CITY LICENSE**

The following documents (if applicable to your business) are needed when submitting an application for a City license:

- Fictitious Name Statement- For information on how to file, contact the Fresno Co. Clerks Office
- Seller's Permit – For information on how to obtain a permit, contact the State of CA Dept of Tax and Fee Administration
- Worker's Compensation Insurance Certificate
- Health Department Inspection Report/License
- Copy of Contractor's License

### **TRANSFER, SALE OF BUSINESS OR NEW BUSINESS**

**(Does not apply to Home Occupation Businesses)**

***You are required to set up an inspection with the Building and Fire Department Inspector prior to operation of business. A business license will be issued upon approval of inspections.***

**NOTE: Neither the filing of an application nor payment of the license fee shall authorize a person to engage in or conduct business activities until such license has been granted.**