



Non-Profit Business License Application

Per IRS 501.C.3 & Municipal Code 5.04.190

City of Grass Valley Finance Department
125 E Main Street, Grass Valley, CA 95945
Phone: (530) -274-4300
Fax: (530) 274-4399

A Business License is required for any person(s) conducting or soliciting business inside the City Limits per the City of Grass Valley Municipal Code 5.04.060. Business Licenses expire on December 31st each year and must be renewed annually. Please note that if business name is other than that of the owner's name, a fictitious business name state is required from the County.

Before applying for a Business License, you must complete the following:

- ❖ Applicant must contact the Building & Planning Departments for applicable City Codes related to health, safety and zoning and have them sign off on the application.
- ❖ Applicant must complete the attached Industrial Pretreatment Preliminary Survey. This form is required for all business inside the City Limits.
- ❖ Applicant must apply for a Fictitious Name Statement with the County, if the business name is other than that of the owner's name.
- ❖ If the business is non-profit, applicant must submit a copy of their non-profit status letter with the Business License Application.
- ❖ Applicant must comply with all City, County and State regulations.

The Finance Department collects fees and issues Business Licenses. Having a City Business License does not imply that you are in compliance with City and State regulations.

PART A:

Business Name: _____ Date Business to Commence: _____

Description of Business: _____

Is this a home occupation? Yes No

Business Location: _____ Federal ID or SSN #: _____

Owner Name: _____ State Resale#: _____

Mailing Address: _____ Owner Phone #: _____

_____ Business Phone #: _____

Contact Name: _____ Contact Phone #: _____

Ownership Type (please select one): Corporation Other: _____

AFFIDAVIT: I hereby declare under penalty of perjury, that the reported information is true and correct to the best of my knowledge.

Applicants Signature: _____ Date: _____

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

TO BE COMPLETED BY CITY OF GRASS VALLEY STAFF:

BL #:	_____
Category:	_____
Date:	_____

Business License: \$ 0.00

Fire Tax: \$ _____

State ADA Fee: \$ 1.00

TOTAL: \$ _____

GVPD Signoff: _____

Planning Signoff: _____

Comments: _____

Received By: _____ Cash: _____ Check #: _____ Credit Card: _____ Fict. Name: _____ IPPS: _____

TAX SCHEDULE

FIRE TAX RATES:

Applies only to business located inside the City limits. Fire tax is not required for home occupation/residential and outside City limit businesses

1. \$43.44 per business location for businesses starting January - December 31st. Effective July 1, 2013
2. \$21.72 per business location for business starting July - December 31st. Effective July 1, 2013
3. If a location is shared with another business and they share a common space, only one fire tax is due.
 - a. Please indicate who will pay the Fire Tax: _____

****STATE ADA FEE****: In accordance with SB-1186 Disability Access, an additional State fee of \$1.00 per Business License is required.