

CITY OF CARMEL-BY-THE-SEA
DEPARTMENT OF COMMUNITY PLANNING AND BUILDING

P.O. Drawer G, Carmel-by-the-Sea, California 93921
Phone: (831) 620-2010 FAX: (831) 620-2014

APPLICATION FOR BUSINESS LICENSE
(TYPE OR PRINT CLEARLY)

Business Name: _____

Name of Principal (s)/Owner (s): _____

Ownership Type: (Circle One) Sole / Corporation / Partnership / Limited Liability Corporation

Required: Federal ID #: _____ or Social Security # _____

Street Location of Business(Circle One): N/s S/s E/s W/s of _____ between
_____ and _____ or

S/W N/W S/E N/E Corner of _____ and _____

Block: _____ Lot(s): _____ APN #: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

Telephone: Business: (831) _____ Home/Cell: (____) _____ FAX: (____) _____

Name of Property Owner: _____ Telephone: _____

Court/Bldg: _____

Name of Previous Business at this Location: _____

Floor Level of Business (Circle Applicable): Basement 1st 2nd Floor area: _____ # of Exits: _____

Proposed Use/Business Activities: Include a DETAILED description of the specific products or services you intend to offer: _____

Ancillary Use*: _____

*Requires floor plan to be submitted with application showing the location and amount of floor space and display area occupied by both the primary and ancillary uses.

Open _____ Days per Week Hours of Operation _____

of Employees (including Owner/Manager): Full Time _____ Part Time _____

of Parking Spaces Available _____ Frequency of Deliveries _____

Please describe how deliveries will be made (size of vehicle, unloading area and delivery times):

Desired/Anticipated Opening Date: _____

Change of Location: **YES NO** License #: _____ Previous Location: N/s S/s E/s W/s of:
_____ between _____ and _____

Change of Use: **YES NO**, If yes, previous Use: _____

.....
For Contractors Only: State of CA License # _____

For Transportation Only: # of vehicle trips per year _____

.....
PLEASE READ AND SIGN OTHER SIDE

City Use Only

BL # _____ ID# _____ CoO # _____ P _____ BL & CoO mailed _____

I, THE UNDERSIGNED, UNDER PENALTY OF PERJURY, STATE THAT I AM THE APPLICANT FOR THIS BUSINESS LICENSE. THE INFORMATION FURNISHED BY ME ON THIS APPLICATION IS TRUE AND CORRECT. I HAVE EXECUTED A VALID LEASE AGREEMENT AND/OR HAVE THE WRITTEN APPROVAL OF THE PROPERTY OWNER TO APPLY FOR A BUSINESS LICENSE. I UNDERSTAND THE ADMINISTRATIVE FEE IS NONREFUNDABLE AND THAT AFTER ONE YEAR, I AM RESPONSIBLE TO PAY TAXES ON ALL REVENUES COLLECTED.

Signature of Applicant _____
Date

IT IS YOUR RESPONSIBILITY TO NOTIFY THIS OFFICE IF YOU MOVE OR SELL YOUR BUSINESS, OR MAKE ANY SUBSTANTIAL CHANGE TO YOUR BUSINESS.

FOR OFFICE USE ONLY

SIC #: _____

Municipal Code Reference: _____ NAICS Code #: _____ Class: _____

Zoning District _____ Use Classification: Primary _____ Secondary _____

Use Permit: Not Required: _____ (Permitted) _____ (Nonconforming) _____

Required _____ (UP#) _____ (UP Date) _____

Compliance Standard: Yes _____ No _____ If so, Date Signed _____

Reviewed by: _____ Date: _____

THERE ARE NO REFUNDS ON BUSINESS LICENSE APPLICATIONS

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New License/Change of Use, Location or Owner:

Application Fee: \$100.00
Administrative Fee: \$150.00
Inspection Fee: \$125.00

TOTAL: \$375.00

Change of Business Name:

Application Fee: \$100.00
Administrative Fee: \$150.00

TOTAL: \$250.00

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Re-inspection: \$ 75.00
Business License Tax: Special Events: \$40 (per event) \$ _____

TOTAL PAID \$ _____ RECEIPT # _____

Received By: _____ Date: _____

PROOF OF WORKERS' COMPENSATION INSURANCE

State law requires that every employer who applies for a business license shall provide valid Workers' Compensation Insurance or proof of compliance with the State Labor Code. Accordingly, please respond to one of the following questions:

- I have and will provide a Certificate of Self-Insurance issued by the State Director of Industrial Relations.
- I have and will provide a Certificate of Workers' Compensation Insurance.
- I certify that, in the performance of work for which this license is issued, I shall not employ any person in any manner that is or will become subject to the Workers' Compensation laws of the State of California.

Printed Name

Signature of Applicant

Date

Title (Owner/Manager/Partner, etc.)

Business Information Packet

And

License Application



City of Carmel-by-the-Sea

WELCOME TO CARMEL-BY-THE-SEA

Thank you for your interest in establishing a new business in Carmel-by-the-Sea. To assist you in opening for business, the Department of Community Planning and Building has prepared the following answers to the most commonly asked questions. **Please do not hesitate to call us if you have additional questions.**

GENERAL STANDARDS

Every business is expected to meet certain minimum standards to operate in the City of Carmel-by-the-Sea. Doing your part will help in maintaining our beautiful and prosperous community.

PREPARATION FOR OPENING YOUR BUSINESS

- Each business is licensed for a specific category or type of business (i.e., clothing store, accountant, florist, etc.). Businesses may not mix different categories as listed in City codes without specific approval. This helps the City avoid businesses that contain a variety of unrelated goods and services under one roof and protects the unique character of the downtown. If you have questions about allowed uses pertaining to your business license, please contact the Community Planning and Building Department.
- Some businesses require more detailed review to ensure compliance with City Codes. In these cases you will be asked to provide additional information or you may need to apply for a **Use Permit** prior to opening your business. City staff will assist you through this process.
- A business name that is similar to, or coincides with, another existing business may not be permitted. Due to the unique character and qualities of our community there are no numbered addresses. For this reason, business names that are too similar to other businesses are prohibited to facilitate prompt response by our City's Fire and Police emergency response personnel. Our Fire Department reserves the right to question a business name that may be in conflict with another business and its location. Choose your name carefully and contact the Fire Department (620-2030) for advice prior to submitting your application and/or making a sign that may be in conflict with these goals.
- Prior to opening for business you must arrange for a fire safety inspection by the Fire Department and receive a Certificate of Occupancy. The enclosed "Fire Safety Requirement" document explains in further detail how to schedule and prepare for this important inspection.

BUSINESS LICENSE TAXES

- Payment of Fees & Taxes:
 - Administrative Fee: An annual administrative fee of \$50. for the processing & related costs of issuing & renewing business licenses.
 - Application Fee: A non-refundable application & inspections fee of \$100. shall be paid at the time of the application for a Fixed place of business.
 - Business License Tax: Businesses in all categories except special events & transportation of persons/goods shall remit an annual tax of \$1.00 per \$1,000. of revenue from gross sales/services.

Computation of FIRST RENEWAL FEE: At the end of the FIRST YEAR from & after the payment of the initial application fee, the City shall notify the business owner of the expiration of such period & the business owner shall file with the City a statement showing the gross sales of the business for the FIRST YEAR. The

license tax for the first 12 months plus a prorated amount to extend the license to the 13th day of June next following shall be due & payable as follows:

1. License issued April through June: Gross plus 25%.
2. License issued January through March: Gross plus 50%.
3. License issued October through December: Gross plus 75%.
4. License issued July through September: Gross plus 100%.

** ANNUAL RENEWALS ARE BILLED EVERY JUNE & MUST BE RECEIVED IN THIS OFFICE NO LATER THAN JULY 31st*

SIGN STANDARDS

Prior to installing your sign, please obtain and review a sign application packet that describes the standards applicable to sign location and construction. Some important standards to remember include:

- One (1) business sign is permitted for each business. Second signs are rarely permitted and only under special circumstances with the approval of the Planning Commission.
- Exterior signs cannot exceed three square feet (hanging double-faced signs) or six square feet (wall signs). Wall signs may be permitted to a maximum of ten square feet under special circumstances and only with Planning Commission approval.
- Interior signs are regulated if they are visible to the public from outside the business. A permit is required for all interior signs with the exception of the following:

Signs within the first fifteen feet of the business frontage with the letter sizes of one inch (1") or less in height.

Signs beyond fifteen feet from the business frontage with letter sizes of three inches (3") or less in height.

- The maximum aggregate area of all business signs visible to the public from outside the business (including interior and exterior signs) is ten square feet.
- Self-illuminated signs, such as neon, fluorescent and backlit signs, are prohibited if visible to the public from outside the business.

Restaurant signs and sale signs have special sign regulations. Please contact the Planning and Building Department for these standards.

REMODELS AND EXTERIOR CHANGES

- A permit is required for all interior remodels including the installation of new lights, removal of walls, construction of new walls, plumbing changes, etc. Please consult the Building Official for the required plans to be submitted prior to receiving your business license. (620-2010)
- Exterior alterations such as paint changes, new doors and windows, landscaping, etc. requires a design review. Please contact a Planner for the submittal requirements and the review process. (620-2010)

SELLERS PERMIT

- Please be aware that a sales or use tax may apply to your business activities. You may seek written advice regarding this tax by writing to the nearest Board of Equalization office at 111 East Navajo, Suite 100, Salinas CA 93906. For general information, please call 831-443-3003.

EXTERIOR DISPLAY OF MERCHANDISE

- Only certain types of businesses in the commercial district (such as florists, gas stations, pottery shops, markets, etc.) may display merchandise outside the business space and only with a special permit approved by the Planning Commission. Most businesses are prohibited from having exterior displays. Please help us preserve the clean, uncluttered appearance of the pedestrian shopping environment.

HOURS

- Businesses located in the Residential and Limited Commercial (RC) District or within three hundred feet (300') of the Single Family Residential (R-1) District are allowed to operate between 6:00 a.m. and 9:00 p.m. except for the following, which are allowed to operate between 8:00 a.m. and 8:00 p.m.:
 - All retail uses
 - Eating/drinking places
 - Theaters
 - Video stores

All other businesses and locations may operate without specific time restrictions.

ALARMS

- Business owners are responsible for maintaining in good repair any fire or police alarm systems installed in their shops. Please check installed alarms periodically and avoid false alarms which are costly and may compromise police and fire services.

CHANGE IN OWNERSHIP

- If you sell your business or change part of it's ownership please be sure to advise the Community Planning and Building Department so that City records are kept current. This helps everyone know who is responsible for the business and avoids confusion.

COMMUNITY CHARACTER

- Garbage and recycle pickup from the City's contractor, Carmel Marina Corporation, is required; call 831-384-5000 to begin service. Each business must store its trash, recycle and garbage on private property in covered containers. Storage of your containers away from public view helps keep the City clean and attractive for everyone.
- Store owners are encouraged to keep the sidewalk and landscaped areas around their business neat, clean and well cared for. Sidewalks should be swept but not hosed off (except to clean

large food spills or animal wastes). This helps conserve the limited water resources of the Monterey Peninsula.

- Businesses are expected to maintain the quiet ambience of the downtown. Music may be played indoors but must not be audible from the exterior of the business.
- Store lighting should not be bright, garish or directed to the exterior of the business. A warm and gentle glow emanating from the store windows is more characteristic of our village. If you intend to change lighting, please contact the Community Planning and Building Department (620-2010) for a copy of the City's lighting standards and the plans required for approval of permits.

The City is here to assist you in making your business a success and maintaining the character that makes Carmel-by-the-Sea unique. If you have questions or comments, please contact us. Some important phone numbers include:

Commonly used phone numbers:

(All numbers use area code 831 unless otherwise noted)

Carmel Police Department (Emergency 9-1-1)	624-6403
Carmel Fire Department (Emergency 9-1-1)	620-2030
Community Planning and Building Department	620-2010
Carmel Public Works/Forestry & Beach Dept.	620-2010
City Hall Administrative Office	620-2000
Carmel Post Office	1-800-275-8777
Carmel Chamber of Commerce	624-2522
Monterey Peninsula Water Management District	658-5600
Carmel/Marina Corp. (Waste & Recycle Collection)	384-5000
SBC (Telephone)	1-800-750-2355
Pacific Gas & Electric	1-800-743-5000
COMCAST Cable	1-800-266-2278

CARMEL FIRE DEPARTMENT

FIRE INSPECTION REQUIREMENTS

Dear Prospective Business Owner:

You've decided to open a business in Carmel and as part of the process you will receive an inspection from the City's Fire Marshall. The following is a list of things that the Fire Marshall will be looking at to ensure the safety of yourself, your employees, your customers and the City.

- Fire extinguishers - rated at 2A-10BC, mounted in public view at least three feet but no greater than five feet from the floor. We recommend one with a metal head and a gauge. Extinguishers must be serviced annually.
- Do not use extension cords as a permanent power source, you may use one power-strip with built-in circuit breaker per electrical outlet.
- Do not paint sprinkler heads, smoke detectors or heat detectors.
- Do not hang anything from sprinkler piping.
- Patch all holes in walls and ceiling with like material.
- Do not store anything within 30 inches of heat producing appliances (ie. furnaces, water heaters, fireplaces).
- Do not place tape over circuit breaker switches.
- Maintain 18" clearance from all sprinkler heads in all directions.
- Maintain open stairways, exits, aisles, etc.
- Storage in undesignated areas is illegal. This would include cardboard boxes under foundations, unprotected stairwells and in the public right-of-way.

Once your business license application has been approved the City's Fire Marshall will contact you and conduct your Certificate of Occupancy inspection.

Please call the Fire Department at 620-2030 if have any questions.

We look forward to meeting with you and assisting you thru the process of opening a business in Carmel.