

Incompletion of the Application will cause a delay in processing.



City of Tustin
Business License Application
300 Centennial Way
Tustin, CA 92780
714-573-3144

Business Name\*
\*(If other than surname, include a copy of your approved Fictitious Business Name statement filed with the County Clerk.)

Business Address Suite Number
(Use of Post Office or commercial mailbox for business address is a misdemeanor.)

City State Zip Code

Mailing Address Suite No.

City State Zip Code

Business Phone Cell Phone FAX

Seller's Permit No. Your E-mail Address
(If City of Tustin address, include copy of seller's permit showing Tustin location.)
WEB SITE

Nature and Type of Goods Sold: Number of Employees at this location

If you are a landlord, provide a tenant roster.

Business Activity (Please be specific)

Business Type (check one)

- Sole Ownership / Independent Contractor / Partnership
Corporation / Corporate Identification No. State
LLC Identification No. State

State Employer Identification No. Federal Identification No.

Tax and Revenue Code requires taxpayer identification, complete the following. If Corp/LLC, use Officer.

RESIDENCE ADDRESS OF RESPONSIBLE PARTY IS REQUIRED.

Name Driver's License No.

Residence Address

City State Zip Code Emergency Phone

If partnership, name partner below:

Name Driver's License No.

Residence Address

City State Zip Code Emergency Phone

Approximate Date of the Start of this business at this location in the City of Tustin

I hereby declare, under penalty of perjury, that the foregoing information is true and correct. As a condition for the issuance of the license applied for, I agree to submit any additional information that may be required and to conduct all phases of this business in conformance with all applicable laws, ordinances and regulations established for such business/profession. In addition, my signature serves to verify that I have been informed that this license renewal is due every January 1st and delinquent if not paid by the first day of February in any year in which business is conducted in the City of Tustin.

Signature Printed Name and Title Date

SEE TAX SCHEDULE ENCLOSED. MAKE CHECKS PAYABLE TO THE CITY OF TUSTIN.

ANY BUILDING CONSTRUCTION OR SIGN INSTALLATION WILL REQUIRE A BUILDING DEPARTMENT PERMIT.

Table with 10 columns: OFFICE USE ONLY, ZONING, INITIALS, DATE, PLNG, BLDG, WATER, FIRE, LETTER, AMOUNT, CHECK #, DATE, INITIAL, RECEIPT OF FEES COLLECTED, 904

**ANY VIOLATION OF THE TUSTIN CITY CODE AND/OR MISREPRESENTATION, FALSE, MISLEADING, OR INCOMPLETE ANSWERS ON THIS FORM MAY CAUSE THIS APPLICATION TO BE DENIED OR RESCINDED. FEES ARE NOT REFUNDABLE.**

Business Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Approximate Square Footage of Business \_\_\_\_\_

Business Location \_\_\_\_\_

FILL IN THE PERCENTAGE OF EACH BUSINESS USE THAT APPLIES (BASED ON SQUARE FOOTAGE)—BASED ON 100 PERCENT, WHAT COMPRISES YOUR BUSINESS ACTIVITY. NUMBERS SHOULD ADD UP TO 100.

	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
	<b>Office</b>	<b>Warehouse</b>	<b>Industrial/R&amp;D</b>	<b>Retail</b>	<b>Wholesale</b>	<b>Service</b>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is your business address also your home address? If Yes, please complete the supplemental home occupation questionnaire.				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you operate a social club, dating service, or escort service?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you provide and/or arrange live entertainment?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you provide, arrange and/or produce adult entertainment and/or sell or rent adult oriented material?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you provide billiards, pool, bagatelle, bowling alleys, or more than five (5) pinball or electronic games?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is your firm a private patrol service?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does a patrol service work for you?				
		Name and address of service: _____				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your business have a security alarm system?				
		Name and address of alarm company: _____				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you provide massage therapy or operate a bath, sauna bath, or massage establishment?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your business sell, manufacture, or have mail order adult books, lingerie, toys, or novelties?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you operate an antique store or business that buys or sells used items? If Yes, please complete the supplemental used merchandise affidavit.				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you operate a business that involves pawn?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you operate a business that involves brokering, buying, selling, or trading automobiles or other motorized vehicles, whether running or not?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will any merchandise be displayed outside the building?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your business sell beer, wine, and/or other alcoholic beverages?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you sell firearms?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you adding or removing any doors, windows, walls, or partitions?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you modifying, adding, or removing any plumbing, mechanical, or electrical system?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will any accessory sheds, canopies, awnings, or other exterior structures be installed for this business?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be constructing any signs (temporary or permanent) outside the building?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be storing any materials outside the building?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you be storing any commercial vehicles, tools, or equipment on-site?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you have any aboveground or underground tanks?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will water be used in your manufacturing or processing?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will your business involve cooking on a commercial stove or fryer?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you installing a new commercial hood or fire protection system?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the business provide training or classes at your business location to anyone not employed by the business?				

If renting a building, office, or space, to whom will or do you pay rent? \_\_\_\_\_

Owner/Management Company Name (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

When does or will your current lease end? \_\_\_\_\_ How many units do you or will you lease at this location? \_\_\_\_\_

Yes  No Will you be sharing this location with another business?

**Your business location will be checked by the zoning, building, water, police, and fire departments. If you have any doubt that your business location, activity, and/or building does not conform with the requirements of the Municipal Code, please contact these departments for further information before filing this application or entering into a Lease Agreement.**

I understand that this application and payment of tax does not license me to operate until I have fulfilled all the requirements of the Tustin Municipal Code.

I hereby certify under penalty of perjury that I have read and understand the above statements. (904)

Signature \_\_\_\_\_ Print Name and Title \_\_\_\_\_ Date \_\_\_\_\_

Driver's License No. \_\_\_\_\_







## HOME OCCUPATION QUESTIONNAIRE

**BUSINESS NAME** \_\_\_\_\_

Type of Business \_\_\_\_\_

Describe Business Activity (in detail) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RESIDENCE TYPE** (check which applies)

- Single Family       Apartment       Condo/duplex       Mobile Home

**BUSINESS ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**BUSINESS SQUARE FOOTAGE:**

Size of residence: \_\_\_\_\_ SF

Size of work area: \_\_\_\_\_ SF

Size of storage area: \_\_\_\_\_ SF

Size of garage: \_\_\_\_\_ SF

**PARKING:**

Number of enclosed parking spaces \_\_\_\_\_

Will the business (check one)

- Reduce       Eliminate       Cause no change to ...  
... Garage parking

**WORK AREA:** (Check any which apply)

- Office area -inside residence  
 Limited work area in garage  
 Outdoor area (specify location)  
 Other

**STORAGE AREA:** (Check any which apply)

- Limited storage area in garage  
 Storage inside residence  
 Storage area in accessory structure  
 Other

**WORK ACTIVITIES IN THE RESIDENCE:**

(Check any which apply)

- Service/office use -inside residence  
 Assembly of product  
 Manufacture of product  
 Retail/wholesale location  
 Other

**BUSINESS VEHICLE(S):**

(Check which stored/parked on-site)

- Standard passenger vehicle/van # of vehicles \_\_\_\_\_  
 Pickup truck w/out trailer # of vehicles \_\_\_\_\_  
 Pickup truck with trailer # of vehicles \_\_\_\_\_  
 Coml vehicle (10,000 lb gross wt)# of vehicles \_\_\_\_\_  
 Other

Specify types of all equipment to be used with this business \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General comments or clarification concerning the operation of your business:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I understand that this application and payment of tax does not license me to operate until I have fulfilled the applicable requirements of the Tustin City Code.** (Tustin City Code Section 9297)

- YES  NO Will the business be conducted at any off-site locations.
- YES  NO Will the business involve spray painting?
- YES  NO Will the business involve the raising of fish or animals on the premises?
- YES  NO Will the business involve the growing of crops, flowers, or herbs?
- YES  NO Is this your only residence?
- YES  NO Will you have any employees, including contract employees?
- YES  NO If YES, will all employees be residents of the premises?
- YES  NO If you will have employees who are not residents of the premises, will any of these employees conduct business at the premises or be dispatched "in person" from this location?
- YES  NO Will any stock be stored at the residence? If YES, please indicate the type of stock to be stored, the approximate quantity, and where you intend to store it.
- YES  NO Will any product or merchandise be brought or delivered to the residence? If YES, please indicate the type of merchandise.
- YES  NO If work is done in the garage will the doors remain closed while work is in progress?
- YES  NO Will clients, customers, students or patrons of the business frequent the residence?
- YES  NO Will you receive truck deliveries, bulk mail or packages related to the home occupation an average of more than twice per week?
- YES  NO Will noise be created which is audible beyond the premises?

A home occupation is defined as an occupation carried on wholly within a dwelling by an occupant of the dwelling, as a secondary use, in connection with which there is: No person employed who is not a resident of the premises, no exterior display, **no stock-in-trade or commodity** sold upon the premises. No mechanical or electrical equipment used except such as is customary for housekeeping purposes. No outside operations or storage. No alteration of the residential appearance of the premises, no signs displayed, no activity conducted which is hazardous to the health, safety or welfare of the general public or which emits smoke, dust fumes, odors, vibrations, glare or electrical disturbances onto any other premises, no activity which generates excessive pedestrian traffic or vehicular traffic or parking in excess of that otherwise normally found in the zone. No parking or use made of any vehicle over 3/4 ton carrying capacity, no parking in the front yard, driveway or immediately adjacent to the premises of any vehicle bearing any sign, identification or advertisement of the home occupation. (Tustin City Code Section 9297).

**I declare, under penalty of perjury, that the information contained in this supplemental questionnaire is, to the best of my knowledge, true and correct. I authorize the City, its agents and employees to verify the information contained in this questionnaire.** (1-5-5)

\_\_\_\_\_  
BUSINESS PHONE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PRINTED NAME and TITLE SIGNATURE DATE

**300 Centennial Way, Tustin, CA 92780 714-573-3144 FAX 714-573-3129**

EXHIBIT B

COMMUNITY DEVELOPMENT

1. BUSINESS LICENSE TAX FEES

Every person who engages in business within the City or Tustin and/or has an established place of business within the City limits shall pay a license tax based upon the gross receipts of business done within the City, unless otherwise specified in the City Code (see enumerated business below). Gross receipts shall be based on the prior years' receipts, or in the case of a new business, calculated on current year's estimates.

Payment of business license fee and/or approval of business license does not waive or preclude any other licenses or permits required by Tustin City Code. The license tax period is calendar year January 1 through December 31. Pro-rated fees for new businesses are effective April 1, July 1 and October 1. For failure to pay the license tax when due, a penalty will be added of twenty five percent (25%) of such license tax on the last day of each month after the due date thereof, provided that the amount of such penalty shall not exceed one hundred percent (100%) of the amount of the license tax due.

ANNUAL GROSS RECEIPTS TABLE

\$0.00 TO \$25,000	\$25.00
\$25,001 TO \$100,000	\$40.00
\$100,001 TO \$200,000	\$50.00
\$200,001 TO \$300,000	\$60.00
\$300,001 TO \$600,000	\$80.00
\$600,000 TO OVER	\$100.00

ENUMERATED BUSINESSES

Ambulance (Per Vehicle)	\$25.00
Amusement facility and devices	Contact License Clerk
Auction Sale	\$200.00 plus \$50.00 for each auctioneer or \$25.00 per day, independent
Baths, steam rooms, pools, gyms, health clubs (Annual)	\$35.00
Bill Posting (except billboards) (Per Day)	\$5.00
Building Contractor (A or B License) (Annual)	\$80.00

Building Subcontractor (C, D or Haz) (Annual)	\$40.00
Buses	\$25.00 plus \$10.00 for each vehicle
Day nursery or child care center (Annual)	\$25.00
Delivery by vehicle (Per Vehicle)	\$25.00
Fortune Telling	\$100.00 plus posted Bond
Sample distribution (Annual)	\$50.00
Home for the aged 1 to 4 guests (Annual)	\$15.00
5 to 9 guests (Annual)	\$25.00
10 or more (Annual)	\$35.00
House movers (Annual)	\$40.00
Newspaper Magazine distributors (Annual)	\$25.00
Lawn Care / Gardeners (Annual)	\$25.00
Outdoor advertising	Contact License Clerk
Pawn broker	\$100.00
Private patrol, detective agency, security patrol (Annual)	\$25.00
Rental of residential, commercial, Industrial	
Less than 4 rental units	No Tax
4 or more rental units (Annual)	\$25.00
Rooming / boarding houses; less than 4 roomers	No Tax
4 to 9 roomers (Annual)	\$25.00
10 or more roomers (Annual)	\$35.00
Route sales / services (Per Vehicle / Annually)	\$25.00
Solicitors (Per Person / Per Day)	\$10.00
Taxicabs / Limos	\$25.00, plus \$10.00 per vehicle
Trailer Parks and mobile home parks	\$25.00 for first 4 plus \$1.00 each additional space
Transfer (except human passengers)	Contact License Clerk

PRO-RATED FEE FOR BUSINESS starting APRIL 1 OR LATER

<u>Original Fee</u>	<u>as of April 1</u>	<u>as of July 1</u>	<u>as of October 1</u>
\$25.00	\$18.75	\$12.50	\$6.25
40.00	30.00	20.00	10.00
50.00	37.50	25.00	12.50
60.00	45.00	30.00	15.00
80.00	60.00	40.00	20.00
100.00	75.00	50.00	25.00

PENALTIES FOR LATE PAYMENT starting FEBRUARY 1

<u>Original Fee</u>	<u>February 1</u>	<u>March 1</u>	<u>April 1</u>	<u>May 1</u>
\$25.00	\$31.25	\$37.50	\$43.75	\$50.00
40.00	50.00	60.00	70.00	80.00
50.00	62.50	75.00	87.50	100.00
60.00	75.00	90.00	105.00	120.00
80.00	100.00	120.00	140.00	160.00
100.00	125.00	150.00	175.00	200.00

\* Reference Ordinance No. 1270

RESOLUTION NO. 05-99

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUSTIN INCREASING OR OTHERWISE MODIFYING CERTAIN POLICE DEPARTMENT AND PUBLIC WORKS DEPARTMENT FEES AND CHARGES, AND ESTABLISHING A COMPREHENSIVE SCHEDULE OF FEES AND REPEALING RESOLUTION NOS. 87-138, 92-103, 92-110, 93-03, 95-43, 99-53, 01-111, 02-57, 04-26, 05-55, AND 05-73.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUSTIN AS FOLLOWS:

Section 1: The City Council hereby, finds, determines and declares as follows:

- A. For the convenience of the public it is desirable to gather in a single document a comprehensive list of fees and service charges imposed by the City for City services.
- B. The document known as the "Comprehensive Schedule of Fees," is attached to this resolution and is made a part hereof by this reference. Each fee or service charge is identified under second column. New or increased fees or charges are shown in bold.
- C. In developing new or increased fees for the Comprehensive Schedule of Fees, the Police Department and the Public Works Department analyzed the cost to administer the various programs, activities and applications for which the City proposes to charge new or increased fees or service charges. The proposed new and increased fees or charges do not exceed the estimated cost of service for which the fees or charges are levied.
- D. It is not its intention to repeal previously adopted fees and adopt new fees of exactly the same amount, but is simply repeating these fees with the Resolution so that the Fee Schedule can be a comprehensive source of City fees and service charges.
- E. Charges subject to Proposition 218 are adopted in a different manner and are not part of this resolution.

Section 2: The Comprehensive Schedule of Fees is hereby adopted. Each fee or service charge set forth in this Resolution and shall be levied until further resolution of this Council.

Section 3: This Resolution supersedes all prior resolutions on the same subjects including but not limited to City Council Resolution Nos. 87-138, 92-103, 92-110, 93-03, 95-43, 99-53, 01-111, 02-57, 04-26, 05-55, and 05-73.

Section 4: If any charge, fee, service charge, section, subsection, sentence, clause, phrase or word of this Resolution is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council hereby declares that it would have passed and adopted this Resolution, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

Section 5: That except as may be stated otherwise above, this Resolution shall be operative from and after adoption of resolution.

ADOPTED this 19<sup>th</sup> day of September, 2005.



\_\_\_\_\_  
LOU BONE,  
Mayor

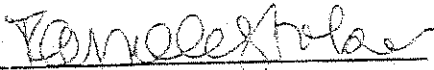


\_\_\_\_\_  
PAMELA STOKER,  
City Clerk

STATE OF CALIFORNIA     )  
COUNTY OF ORANGE     ) SS  
CITY OF TUSTIN         )

I, Pamela Stoker, City Clerk and ex-officio Clerk of the City Council of the City of Tustin, California, do hereby certify that the whole number of the members of the City Council of the City of Tustin is five; that the above and foregoing Resolution No. 05-99 was duly passed and adopted at a regular meeting of the Tustin City Council, held on the 19<sup>th</sup> day of September, 2005 by the following vote:

COUNCILMEMBER AYES:	<u>BONE, DAVERT, AMANTE, HAGEN, KAWASHIMA</u>	(5)
COUNCILMEMBER NOES:	<u>NONE</u>	(0)
COUNCILMEMBER ABSTAINED:	<u>NONE</u>	(0)
COUNCILMEMBER ABSENT:	<u>NONE</u>	(0)



\_\_\_\_\_  
PAMELA STOKER,  
City Clerk