

**City of Taft**

**Business License Application**

**(located within city limits)**



energized for the future

209 E Kern St., Taft CA 93268-3292 Attn: Bus. License Coordinator • (661) 763-1350 EXT. 31

# BUSINESS LICENSE TAX APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED BEFORE LICENSE CAN BE ISSUED • PLEASE ALLOW 7-10 DAYS TO PROCESS THIS APPLICATION

Business Name \_\_\_\_\_ Bus. Phone ( ) \_\_\_\_\_  
Business Location \_\_\_\_\_ Bus FAX ( ) \_\_\_\_\_  
(Cannot be P.O. Box per State of California, Business & Professions Code Section 17538.5)

Mailing Address \_\_\_\_\_ Start Date \_\_\_\_\_  
Rate Type \_\_\_\_\_

DESCRIPTION OF BUSINESS \_\_\_\_\_ SIC CODE \_\_\_\_\_

OWNERSHIP: Corporation  Corp-Ltd. Liability  Partnership  Sole Proprietor  Limited Partnership  Trust

State Lic. No. \_\_\_\_\_ Lic. Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

Resale No. \_\_\_\_\_ FEIN No. \_\_\_\_\_ SEIN No. \_\_\_\_\_

### Enter below names of Owners, Partners, or Corporate Officers

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
Home Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
\_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
(Cannot be P.O. Box) Drivers Lic. No. \_\_\_\_\_

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
Home Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
\_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
(Cannont be P.O. Box) Drivers Lic. No. \_\_\_\_\_

### Additional Information

No. of Employees \_\_\_\_\_ No. of Rooms \_\_\_\_\_ Occupancy Limit \_\_\_\_\_ No. of Coin Operated Machine(s) \_\_\_\_\_

No. of Units (Apartment or Hotel/Motel only) \_\_\_\_\_ No. of Deliveries per Week (Wholesalers) \_\_\_\_\_

### In case of emergency, please contact:

Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

### Do you own or lease property? If Yes, please enter property owner's name, address, and phone number.

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

This license period is for the twelve months ending:

PLEASE CALCULATE AMOUNT DUE FROM SCHEDULE ON BACK OF THIS FORM BASED ON ESTIMATED GROSS RECEIPTS. ENTER TAX IN BOX BELOW AND SIGN.

Enter Estimated Gross Receipts: \$

Non-Refundable Review Fee one-time only \$

Estimated Gross Receipts are based on months:

Business License Tax \$

to

State Mandate Fee \$

TOTAL TAX DUE \$

Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization office. For general information, please call the Board of Equalization at 1-800-400-7115.

**PAYMENT OF A BUSINESS LICENSE TAX DOES NOT RELIEVE THE APPLICANT (BUSINESS) OF THE REQUIREMENT TO COMPLY WITH OTHER REGULATIONS OF THE CITY, COUNTY, STATE, OR FEDERAL GOVERNMENT. I DECLARE, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION CONTAINED ABOVE IS TRUE AND CORRECT.**

Date: \_\_\_\_\_ Signature of Owner/Representative: \_\_\_\_\_

**RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF TAFT**



**Where the average monthly gross receipts and sales are:**

	At least	But Less Than	JAN thru DEC	APRIL thru DEC	JULY thru DEC	OCT thru DEC
A	\$ -0-	2,000.00	\$ 30.00	\$ 22.50	\$ 15.00	\$ 7.50
B	2,000.01	4,000.00	50.00	37.50	25.00	12.50
C	4,000.01	6,000.00	70.00	52.50	35.00	17.50
D	6,000.01	10,000.00	90.00	67.50	45.00	22.50
E	10,000.01	14,000.00	110.00	82.50	55.00	27.50
F	14,000.01	20,000.00	140.00	105.00	70.00	35.00
G	20,000.01	30,000.00	170.00	127.50	85.00	42.50
H	30,000.01	40,000.00	200.00	150.00	100.00	50.00
I	40,000.01	50,000.00	250.00	187.50	125.00	62.50
J	50,000.01 and over		Average Monthly Gross Receipts multiply by 0.005 (Example \$98,525 X 0.005 = \$492.63)			

**ALL BUSINESS LICENSES EXPIRE DECEMBER 31 OF EACH YEAR.**  
License must be renewed within 15 days of expiration date.

**SALES AND SERVICE**

Accountant, certified public	Itinerant photographer;
Agent, real estate, all others	Laundry;
Airplane renting, sales or service	Machine shop;
Anesthetist	Manufacturer;
Architect	Mechanic;
Assayer	Medical lab or technician
Attorney	Mortgage companies
Auction house;	Oculist, optician, optometrists
Auditor	Painter;
Automotive sales and service	Pay or subscription television;
Bar and/or cocktail lounge;	Pharmacy;
Barbershop	Photographer and/or photographic studio;
Beauty Shop	Physician, surgeon, psychiatrist
Blacksmith;	Physiotherapist
Bookkeeping and accounting	Plumber;
Broker, real estate, insurance	Printing and publishing;
Carpenter	Private detective;
Chemists	Psychologist
Chiropracist	Repairman;
Chiropractor	Restaurant and/or dining room, coffee shop, lunch room, stand or lunch counter;
Cleaning and/or dyeing;	Retail and/or wholesale merchant;
Confectionery wagons;	Service station;
Contractors (Classification A, B, & C), All Builders;	Shoe repairing;
Dental lab (technician)	Soda fountain;
Dentist, orthodontist	Stockyard;
Designer, structural or building	Surveyors, licensed land
Draftsman	Television cable relay systems;
Electrician;	Travel bureau/ticket agency;
Engineer, registered	Veterinarian
Equipment lease or rental;	Warehouse;
Foundry;	Welder;
Garage;	The rendering of any service whatsoever.
Geologist	
Gymnasium;	
Ice plant;	

*or the rendering of any service whatsoever*

**PROFESSIONALS - \$30.00**

Accountant, certified public	Draftsman
Agent, real estate, all others	Engineer, registered
Anesthetist	Electrolysis
Architect	Esthetics (Skin care)
Assayer	Foot Spa
Attorney	Geologist
Auditor	Manicuring/Nail Salon
Barber	Medical lab or technician
Beautician (Cosmetology)	Mortgage companies
Bookkeeping and accounting	Nurse Practitioner
Broker, real estate, insurance	Oculist, optician, optometrist
Chemists	Physician, surgeon, psychiatrist
Chiropracist	Physiotherapist
Chiropractor	Psychologist
Dental lab (technician)	Surveyors, licensed land
Dentist, orthodontist	Veterinarian
Designer, structural or building	

**LICENSE TAX/FEE SUMMARY SCHEDULE**

<b>FLAT RATE BUSINESSES</b>	
Apartments or Courts	\$ 40.00 per year up to 4 units (ea. additional unit \$5 per year)
Arts and Crafts Fairs	\$ 30.00 per event 05-10 participants
	\$ 50.00 per event 11-24 participants
	\$ 75.00 per event 25-50 participants
	\$100.00 per event over 50 participants
Auto Wrecking	\$200.00 per year
Automobile Storage or Parking Lots	\$ 50.00
Billboard or Advertising Sign Business	\$ 100.00
Card Tables	\$1500.00 per year up to 5 tables + \$375.00 ea. table in excess of 5 tables.
Cleaners, Laundries	\$ 75.00 per year for each vehicle
Coin Operated Machines	\$ 30.00 per machine on site-maximum of \$200.00 per year
Collection Agency	\$ 40.00 per year
Dance Academy	\$ 30.00 per year
Hotels, Motels, Lodging Houses	\$40.00 per year less than 20 rooms-\$65.00 20-34 rooms-\$85.00 35-49 rooms- 50+ rooms-\$2.00
Campground, recreational vehicle park(RV park) or similar accommodation	\$40.00 per year for less than 20 spaces, \$5.00 per each space for 20 or more spaces
For operating commercial leasing property	\$30.00 for first 1,000 sq. ft., and \$20.00 per 1,000 sq. ft. thereafter
Importing Merchandise (Wholesale)	\$ 30.00 per year less than 2 deliveries/week \$40 2-3 deliveries/week - \$50.00 4 or more deliveries/week
Importing Merchandise (Retail)	\$ 50.00 per year for each vehicle
Itinerant Vendor, Peddler, Salesman, Solicitor, Etc.;	\$ 20.00 per quarter
Laundromats (less than 19 machines)	\$ 30.00 for the first machine, \$ 10.00 each additional per year – max. \$180
Palmist, Fortune Teller, Clairvoyant	\$500.00 per year
Rental Cars, Automobiles For Hire, Stages	\$ 30.00 per year for each vehicle
Secondhand Dealer or Secondhand Furniture Dealer	\$ 40.00 per year
Theater/Playhouse/Motion Picture	\$100.00 per year
Carnival/Traveling Show	\$500.00 for seven (7) days or less
Circus	\$250.00 for two (2) performances
Exhibition (vehicle)	\$ 30.00 for first day + \$10.00 per day for each exhibit in or upon vehicle
Open Air Theaters, Tents	\$ 30.00 first day + 10.00 per day for each additional day
Solicitor, Salesman, Service Repairman or Canvasser	\$ 10.00 registration fee per solicitor + tax on gross receipts
Taxicab	\$ 40.00 per year for each vehicle
Trading Stamp Company	\$100.00 per year
Trucking, Hauling	\$ 30.00 per year 8,000 lbs. and under
Wireless television Transmission	5% of gross revenues generated

**\*FOR ITEMS NOT SHOWN ON THIS SUMMARY SCHEDULE- PLEASE REFER TO TAFT CITY CODE.**

**Dennis L. Thompson, MPA EFO**  
**Fire Chief & Director of Emergency Services**

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Chief Deputy  
Robert Klinoff

Emergency Services Manager  
Georgianna Armstrong

Deputy Chiefs  
Phil Castle  
Nick Dunn  
Michael W. Cody  
Brian S. Marshall



September 12, 2008

To Taft City Applicants,

The Kern County Fire Department has an inspection fee of \$90.00 for all inspections, including those inspections targeting new businesses and changes of ownership. Prior to Taft City releasing a business license, a fire life and safety inspection is required. This inspection cannot be scheduled or performed until the fee has been received by Kern County Fire Department Fire Prevention Unit. Thank you for your cooperation in this process.

For questions concerning the fire inspection fee, please contact the Fire Prevention Unit at 661-391-7080.

Sincerely,

A handwritten signature in cursive script that reads "David B. Goodell".

David B. Goodell  
Fire Marshal

# SEWER SERVICE AGREEMENT

This AGREEMENT is made and entered into by and between the City of Taft, a municipal corporation, hereinafter referred to as "CITY" and \_\_\_\_\_ a \_\_\_\_\_ hereinafter referred to as "CUSTOMER" both of whom, agree as follows:

WHEREAS CUSTOMER occupies that certain property within the corporate limit of CITY identified as Kern County Assessor's Parcel No. \_\_\_\_\_, the address of which is \_\_\_\_\_, Taft, California 93268; and

WHEREAS CUSTOMER wishes to procure sanitary sewer service to the said premises as required by Section 3-3-3 (B) Taft Municipal code which requires that all residential, commercial and industrial structures within the city be connected to the sanitary sewer system when sanitary sewer mains are within 300 feet of the building; and

WHEREAS CITY is willing and able to provide sanitary sewer service to the premises described herein:

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. CITY agrees to provide sanitary sewer service to the premises described herein.
2. CUSTOMER understands that sanitary sewer service is a user fee supported utility service and agrees to pay the fee charged by CITY pursuant to applicable provisions of the Taft Municipal code for such service.
3. CUSTOMER understands that sewer service fees are billed bi-monthly on a prospective basis and that fees are due and payable upon date of billing.
4. CUSTOMER further understands that penalty fees and interest accrue to unpaid sewer service fees pursuant to Section 5473.10, California Health and Safety Code and in accordance with applicable provisions of the Taft Municipal code and applicable policies and procedures of CITY.
5. Should CUSTOMER fail to pay sewer service fees when due, CUSTOMER understands that CITY will take all lawful action including use of a collection agency and/or legal action to collect unpaid sewer service fees.
6. Should CITY be required to employ the service of a collection agency or similar service to collect unpaid sewer service fees, CITY shall be entitled to recover reasonable cost associated with collection of the outstanding debt in addition to the amount owed including unpaid sewer service fees, penalty and interest.
7. If any legal action is necessary to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which that party may be entitled.
8. By signing this Agreement, CUSTOMER acknowledges receipt of information explaining CITY's sewer service fee and fee collection policies.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at Taft, Kern County, California.

CITY OF TAFT

CUSTOMER:

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**REFUSE SERVICE AGREEMENT**

This AGREEMENT is made and entered into by and between the City of Taft, a municipal corporation, hereinafter referred to as "CITY" and \_\_\_\_\_ a \_\_\_\_\_ hereinafter referred to as "CUSTOMER" both of whom, agree as follows:

WHEREAS CUSTOMER occupies that certain property within the corporate limit of CITY identified as Kern County Assessor's Parcel No. \_\_\_\_\_, the address of which is \_\_\_\_\_, Taft, California 93268; and

WHEREAS CUSTOMER wishes to procure refuse disposal service to the said premises as required by Section 3-3-3 (B) Taft Municipal code which requires that all residential, commercial and industrial structures within the city receive such service and pay fees established by CITY for such service; and

WHEREAS CITY is willing and able to provide refuse disposal service to the premises described herein:

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. CITY agrees to provide refuse disposal service to the premises described herein.
2. CUSTOMER understands that refuse disposal service is a user fee supported utility service and agrees to pay the fee charged by CITY pursuant to applicable provisions of the Taft Municipal code for such service.
3. CUSTOMER understands that refuse disposal fees are billed bi-monthly on a prospective basis and that fees are due and payable upon date of billing.
4. CUSTOMER further understands that penalty fees and interest accrue to unpaid refuse disposal fees pursuant to Section 5473.10, California Health and Safety Code and in accordance with applicable provisions of the Taft Municipal code and applicable policies and procedures of CITY.
5. Should CUSTOMER fail to pay refuse disposal fees when due, CUSTOMER understands that CITY will take all lawful action including use of a collection agency and/or legal action to collect unpaid refuse disposal fees.
6. Should CITY be required to employ the service of a collection agency or similar service to collect unpaid refuse disposal fees, CITY shall be entitled to recover reasonable cost associated with collection of the outstanding debt in addition to the amount owed including unpaid refuse disposal fees, penalty and interest.
7. If any legal action is necessary to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which that party may be entitled.
8. By signing this Agreement, CUSTOMER acknowledges receipt of information explaining CITY's refuse disposal fee and fee collection policies.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at Taft, Kern County, California.

CITY OF TAFT

CUSTOMER:

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature



## Emergency Contact Information For Taft Police Department

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Has there been a change in the business name:  Yes  No

If yes, previous name: \_\_\_\_\_

List contacts with keys and who will respond to the business in case of an emergency (contacts will be contacted in the order listed):

### Contact #1

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Additional Phone #'s \_\_\_\_\_

Connection to the business: \_\_\_\_\_

### Contact #2

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Additional Phone #'s \_\_\_\_\_

Connection to the business: \_\_\_\_\_

### Contact #3

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Additional Phone #'s \_\_\_\_\_

Connection to the business: \_\_\_\_\_

Does the business have an alarm?  Yes  No Type of Alarm: \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Phone: \_\_\_\_\_

List any information which could be helpful to responding officers )ex: weapons on property, guard dogs, gate codes, etc. ) \_\_\_\_\_

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Planning Department
209 E. Kern Street
Taft, California 93268
(661) 763-1222 Ext. 33

APPLICATION FOR SIGN PERMIT

Application No: Date Received: Fee Paid \$:
Receipt / Check No: Received by:

Application Information

Business Information

Applicant's Name: Name:
Telephone Number: Telephone Number:
Cell Number: Fax Number:
Mailing Address: Business Address:

Sign Description (check all that apply):

- Free Standing Wall Ground/Monument Painted on Wall Illuminated Other (Describe):
Pole Changeable Copy Double-faced Marquee Under Marquee

Text of Sign:

Valuation of Sign: \$

Submit two copies of the following drawings and details:

- Site plan showing all existing and proposed signs on property.
Wall Elevations with dimensions and sign locations.
Drawing(s) depicting height, width, and depth of proposed sign(s).
Drawing(s) of proposed sign showing text, logos, colors, etc, with dimensions.
Electrical and Structural Engineering details.

All the above information is true to the best of my knowledge.

Applicant's Signature: Date:

Owner's Signature: Date:

Processing: Upon submittal of a complete application, staff will process in accordance with City Ordinance. Applicant is required to obtain approved sign permit prior to installation of sign(s).



## IMPORTANT INFORMATION FOR EXISTING AND PROSPECTIVE BUSINESSES

This is a quick informational reference to many of local, state and federal agencies that you **may** need to contact before you “open your doors for business”. Some specialized licenses/permits may be required for your business, particularly if you will be engaged in activities such as food service, hazardous materials, health care, day care and others that are especially sensitive to regulations. **Note:** Your business **may or may not** require the following:

### City of Taft - Information

1. All parties doing business in the City of Taft are required to obtain a **Business License** from the City Finance Department, (661) 763-1350 ext. 31
2. Make certain that you comply with **Taft Zoning Codes**, including home-based business requirements. Contact the City Planning Department, (661) 763-3144 ext. 24
3. If there is to be **any** construction done, including remodeling, to your leased or owned facility, call the City Building Department to obtain **Building Permit Requirements**, (661) 765-4136 ext. 10
4. **Sewer & Refuse Service** is provided in accordance with the needs of the business. To set up services for your business call the City of Taft at (661) 763-1350 ext. 21.
5. **Before a City Business License can be issued, the building must be inspected and signed off by the City Building Department, City Planning Department, Kern County Fire Department, City Public Works Department, and the City Police Department.**

### Additional - Information

1. If you make up a name for your business, a **Fictitious Business Name Statement** must be recorded with the County Clerk. Banks generally require a copy of this statement prior to setting up your business checking account. For information, contact the County Clerk’s Office at (661) 868-3588.
2. Contact the Internal Revenue Service at 800-829-1040 for a **Form SS-4, Tax/Employer ID Number**. The IRS can provide withholding schedules and holds small business tax workshops free of charge. You can also access this information online at [www.irs.gov.com](http://www.irs.gov.com).
3. Upon hiring employees, you need to obtain a **California State ID** number from the Employment Tax District office of the EDD, at (661) 395-2896.
4. If you have employees, you are required to have **Worker’s Compensation Insurance** Contact your own insurance broker or the California State Compensation Insurance Fund at (661) 664-4000.
5. Businesses with one or more employees must have **Injury and Illness Prevention Program**. Contact the California Department of Industrial Relations, Cal/OSHA, at (661) 395-2718.
6. The **State of California Consumer Affairs Department** regulates many business types. Call (916) 445-1254 to see if this applies to your business.
7. Retailers and wholesalers must register with the **CA State Board of Equalization**, (661) 395-2880.
8. Be certain that your business facility, whether owned or leased, complies with all provisions of the **Americans with Disabilities Act (ADA)**, administered by the US Equal Employment Commission. For more information, call 800-669-3362.
9. Additional numbers for utilities, **West Kern Water District** (661) 763-3151, **PG&E** 800-743-5000

# Commercial Recycling



## Recycling Requirements for Businesses & Apartments

Starting July 1, 2012 State Law **REQUIRES** Businesses that generate 4 or more cubic yards of trash per week & Apartments with 5 or more units to **RECYCLE**.

### How to Comply:

- Subscribe to a Recycling Service with the Franchised Hauler authorized to provide service for the area in which your business is located; **or**
- Self Recycle and certify compliance with the Kern County Ordinance.

### What to Recycle

#### Acceptable Commingled Blue Container Materials:

- ✓ Paper, catalogs, junk mail, magazines, newspapers, & phone books (must be clean and dry)
- ✓ Aluminum Cans
- ✓ Cardboard
- ✓ Glass Bottles & Jars
- ✓ Metal, Tin, Steel Cans/Containers
- ✓ Plastics #1 through 7



- For more information on subscribing to recycling services contact your Franchise Hauler:

**Westside Waste Management (661) 763-5135**

- For more information regarding other recycling opportunities in Kern County please visit the website of the Kern County Waste Management Department at:

**[www.kerncountywaste.com](http://www.kerncountywaste.com) or (661) 862-8900**

# Business License Application Process

## City of Taft

