



# City of Ridgecrest

Finance Department  
 100 W. California Ave · Ridgecrest, CA · 93555  
 (760) 499-5020 · Fax (760) 499-1520

<http://ridgecrest-ca.gov/>

## Business License Application

Shaded Portion For City of Ridgecrest Finance Department Use Only			
Date	Fee Calculations	License Fee:	
Home Occupation Permit #		SB1186/Processing Fee:	\$ 29.00
Business License No:		Additional Charges:	
Method of Payment:		Finance Clerk Initials:	<b>Total:</b>

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

Business Type:  Sole Proprietorship ·  Partnership ·  Corp/LLC ·  Other: \_\_\_\_\_

Street Address/Suite City, State Zip Code ----- E-Mail Address	Business Location	Mailing Address (if different)

Business Description: \_\_\_\_\_

Starting Date in Ridgecrest: \_\_\_\_\_ EIN No.: \_\_\_\_\_

Seller's Permit #: \_\_\_\_\_ NAICS No.: \_\_\_\_\_

**Information for all Owners, Partners or Corporate Officers**  
**Business License Application will NOT be processed without this information.**

Name: (Last, First, MI)	Position Title: (i.e., Owner, Site Manager)	Home Phone:	Work Phone:
Home Address:		City/State/Zip:	
Social Sec. #: (if no EIN)	Driver's License #:	Date of Birth:	
Name: (Last, First, MI)	Position Title: (i.e., Owner, Site Manager)	Home Phone:	Work Phone:
Home Address:		City/State/Zip:	
Social Sec. #: (if no EIN)	Driver's License #:	Date of Birth:	
Name: (Last, First, MI)	Position Title: (i.e., Owner, Site Manager)	Home Phone:	Work Phone:
Home Address:		City/State/Zip:	
Social Sec. #: (if no EIN)	Driver's License #:	Date of Birth:	

**Attach additional sheet of paper for more Owners, Partners, or Corporate Officers (only persons listed above can authorize changes to Business License)**

## BUSINESS CLASSIFICATIONS

Please Check (One Only) the Appropriate Business Classification Below and Provide All Information Requested for that Category

	<p><b>(A) RETAIL SALES &amp; SERVICE:</b> \$60.00 per year includes first five employees, \$6.00 per employee over the first five.                  Total # of Employees: _____ (should be all inclusive) minus 5 (included) equals _____ x \$6.00 = _____</p>
	<p><b>(B) PROFESSIONALS (licensed by the State or Federal Government):</b> \$60.00 per year for each professional practicing as an individual, partner, member, or employee, \$6.00 per year for each non-professional employee.                  First Professional (license fee, prorated by quarter) = \$60.00                  # of Additional Professionals (not prorated) : _____ x \$60.00 = _____                  Total # of Employees: _____ x \$6.00 = _____</p>
	<p><b>(C) MANUFACTURING, HOSPITALS, UTILITIES and AUTOMOTIVE SALVAGE YARDS:</b> \$84.00 per year includes first five employees, \$6.00 per each employee over the first five.                  Total # of Employees: _____ (should be all inclusive) minus 5 (included) equals _____ x \$6.00 = _____</p>
	<p><b>(D) VENDING, LAUNDROMATS, COIN OPERATED MACHINES, CAR WASHES:</b> \$60.00 per year for the first employee, \$66.00 for each additional employee.                  Total # of Employees: _____ minus 1 (included) equals _____ x \$66.00 = _____</p>
	<p><b>(E) WHOLESALE DELIVERIES, SET ROUTE SERVICES:</b> \$60.00 per year for the first vehicle, \$16.00 per year for each additional vehicle.                  Total # of Vehicles: _____ minus 1 (included) equals _____ x \$16.00 = _____</p>
	<p><b>(F) CATERING FROM VEHICLE:</b> \$60.00 per year for the first vehicle, \$66.00 per year for each additional vehicle.                  Total # of Vehicles: _____ minus 1 (included) equals _____ x \$66.00 = _____</p>
	<p><b>(G) ITINERANT MERCHANT, SOLICITOR, THEATERS, JUNK DEALERS:</b> \$160.00 per year, \$6.00 per ID badge for each merchant or solicitor.                  Total # of Badges: _____ x \$6.00 = _____</p>
	<p><b>(H) RESIDENTIAL RENTALS:</b> \$66.00 per year for four units, \$6.00 per year for every unit over the first four. Total # of Units: _____ minus 4 (included) equals _____ x \$6.00 = _____</p>
	<p><b>(I) MOBILEHOME SPACE RENTALS:</b> \$66.00 per year for four spaces, \$6.00 per year for every space over the first four.                  Total of Spaces: _____ minus 4 (included) equals _____ x \$6.00 = _____</p>
	<p><b>(J) COMMERCIAL RENTALS:</b> \$60.00 per year for the first commercial parcel or structure, \$16.00 per year for each additional parcel or structure.                  Total of Structures/Parcels: _____ minus 1 (included) equals _____ x \$16.00 = _____</p>
	<p><b>(K) POOL TABLES, BOWLING ALLEYS:</b> \$80.00 per year for the first table or alley, \$6.00 per year for each additional table or alley.                  Total of Alleys/Tables: _____ minus 1 (included) equals _____ x \$6.00 = _____</p>
	<p><b>(L) CARD ROOMS:</b> \$390.00 semi-annually for the first table, \$40.00 semi-annually for each additional table.                  Total of Tables: _____ minus 1 (included) equals _____ x \$40.00 = _____</p>
	<p><b>(M) BILLBOARDS/OUTDOOR ADVERTISING:</b> \$60.00 per year for the first sign, \$60.00 per year for each additional sign.                  Total of Signs: _____ minus 1 (included) equals _____ x \$60.00 = _____                  Location: _____                  (attach additional sheet of paper if more room is needed)</p>
	<p><b>(N) CARNIVALS, CIRCUSES (NON-CHARITABLE SPONSOR):</b> \$390.00 per day, \$16.00 per day for each concession. Event Dates: _____                  Total # of Concessions: _____ x _____ (# of days) = _____ x \$16.00 (daily fee per concession) = _____</p>
	<p><b>(O) CARNIVALS, CIRCUSES (CHARITABLE SPONSOR):</b> \$100.00 per day.                  Event Dates: _____ Total # of Days _____ x \$100.00</p>
	<p><b>(P) SHOE SHINING:</b> \$15.00 per year for the first chair, \$6.00 per year for each additional chair.                  Total # of Chairs: _____ minus 1 (included) equals _____ x \$6.00 = _____</p>

	<p><b>(Q) NON-LICENSED CONTRACTOR, HANDYMAN:</b> \$66.00 per year for the first employee; \$6.00 per year for each additional employee. Applies to contractors who are exempt from California Contractor's License Law (Bus. &amp; Prof. Code § 7000 et seq). <b>Proof of worker's compensation insurance is required with employees.</b>  Total number of Employees: _____ x \$6.00 = _____</p>
	<p><b>(R) LICENSED CONTRACTORS:</b> \$66.00 per year for each licensed contractor contracting as an individual, partner, member of an association; \$6.00 per year for each non-licensed employee working in Ridgecrest.  First Licensed Contractor (license fee, prorated by quarter) = \$66.00  # of additional Licensed Contractors (not prorated): _____ x \$66.00 = _____  Total # of Employees working in Ridgecrest: _____ x \$6.00 = _____  <b>Contractor Must Attach Copy of Workman's Comp. Insurance Certificate if there are additional employees. Business License will NOT be processed without proof of Workman's Comp Insurance.</b>  State Contractor's License #: _____ Expiration Date: _____  Class of Contractor's License: _____ Insurance Policy #: _____  Workman Comp Policy #: _____ Expiration Date: _____</p>
	<p><b>(S) PART-TIME, INTERMITTENT:</b> \$9.00 per day, \$6.00 per ID badge for each merchant, solicitor, etc  Event Dates: _____ Total # of Badges: _____ x \$6.00 = _____</p>
	<p><b>(T) SWAP MEETS, CRAFT EXHIBITIONS, FLEA MARKETS:</b> \$390.00 per day, \$9.00 per day for each vendor not having a current City business license.  Event Dates: _____ Total # of Non-Licensed Vendors: _____ x \$9.00 = _____</p>
	<p><b>ADULT ENTERTAINMENT:</b> \$500.00 per year, \$50.00 one-time investigation fee. <b>Planning Department approval required.</b></p>
	<p><b>BINGO GAMES (CHARITABLE SPONSOR):</b> \$60.00 per year.  Days &amp; Hours of Operation: _____</p>

Initial each statement confirming that you have read and understand the statements below:

\_\_\_\_\_ (initial). All annual business licenses expire on December 31<sup>ST</sup>. It is the responsibility of the business owner to renew the business license whether a renewal notice is received or not.

\_\_\_\_\_ (initial). It is the responsibility of the business owner to inform the City of Ridgecrest in writing of any changes affecting your business license. For example, new location or mailing address, change of phone number, ownership, partnerships, number of employees, etc.

\_\_\_\_\_ (initial). It is the responsibility of the business owner to inform the City of Ridgecrest in writing of business closure or of business no longer operating or advertising in the City of Ridgecrest.

\_\_\_\_\_ (initial). Failure to inform the City of Ridgecrest about changes in your business could result in penalties.

\_\_\_\_\_ (initial). Incomplete or illegible applications will be returned or held up until clarification can be obtained.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS CONTAINED HEREIN ARE CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I AM AN AUTHORIZED REPRESENTATIVE OF THE ABOVE REFERENCED BUSINESS AND I HAVE READ AND UNDERSTAND WHAT IS CONTAINED HEREIN.**

\_\_\_\_\_  
Signature Title Date

**ALL ANNUAL BUSINESS LICENSE EXPIRE ON DECEMBER 31<sup>ST</sup>**

**Contact Information. If completing this form for the owner, partner(s) or corporate officer(s), please fill out the portion below with the name and number of the person completing this form. It will be used in the event that there is additional information/clarification needed on the business license application form.**

\_\_\_\_\_  
Contact Information (Please Print) Phone Number/Extension Alternate Phone Number/Extension

The City of Ridgecrest acts as a registry for your business. The City of Ridgecrest does not regulate your business. Any problems with a business need to be reported to California Better Business Bureau (661) 322-2074.

Business license prices are prorated per quarter. See chart below for the current price. All other fees (such as additional employees, tables, badges, processing fee) are full price throughout the year.

**Business License Fee Schedule**

**Fee Worksheet**

Check the type of license you are purchasing for the price then adjust the price according to the adjacent table if starting date of business is after March 31 <sup>st</sup> .	
Check the type of license for additional fees (such as employees, pool tables, delivery trucks, etc.).	
Processing Fee	25.00
SB 1186 Implementation Fee (State Mandated)	4.00
<b>Total</b>	

**Fee Schedule**

Original Base Cost of License	2 <sup>nd</sup> Quarter Apr – Jun	3 <sup>rd</sup> Quarter Jul – Sep	4 <sup>th</sup> Quarter Oct - Dec
\$500.00	\$375.00	\$250.00	\$125.00
\$240.00	\$180.00	\$120.00	\$60.00
\$160.00	\$120.00	\$80.00	\$40.00
\$84.00	\$63.00	\$42.00	\$21.00
\$80.00	\$60.00	\$40.00	\$20.00
\$66.00	\$49.50	\$33.00	\$16.50
\$60.00	\$45.00	\$30.00	\$15.00

**FEDERAL TAX ID NUMBER (EIN) (Federal Agency) – Do I Need One?** Any business offering products or services that are taxed in any way must get a Federal Tax ID number. If you are required to collect sales taxes on your sales, you need a Federal Tax ID number. If your business has employees and/or pays any kind of taxes you need a Federal Tax ID number. When in doubt get one.

**How Do I Get Help or Obtain One?**

- Internet: <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>
- Mail: None available. Use website or call for further assistance.
- Phone: (661) 632-2799

**CALIFORNIA SELLER’S PERMIT (State Agency) – Do I Need One?** If your business needs a Seller’s Permit, you must obtain one before you can acquire a business license. You need a California Seller’s Permit if you sell or lease merchandise, vehicles or other tangible personal property in California.

- Phone: 661-395-2880 or 800-400-7115
- Internet: [www.boe.ca.gov](http://www.boe.ca.gov) - Click on the eReg button.
- Mail: State of California Board of Equalization  
1800 30<sup>th</sup> St., Suite 380, Bakersfield, CA 93302

**FICTITIOUS NAME STATEMENT (DBA) (County Agency) – Do I Need One?** If you use any name other than your legal name you must file for a DBA (or Fictitious Name). For example: Your name is Jane Doe. You advertise and work under the name Can-Doe Consulting. You must file for a DBA. If your business is a LLC, Corporation, Sole Proprietors, General and Limited Partnerships, and Non-Profits you must file for a DBA. Currently, the cost for the DBA is \$35.00 for one DBA and one registrant and \$6.00 for each additional DBA and/or registrant. DBAs expire five years from the date filed in the County Clerk’s office.

- Internet: [http://www.co.kern.ca.us/ctyclerk/dba/FBN\\_Form.asp](http://www.co.kern.ca.us/ctyclerk/dba/FBN_Form.asp)
- Phone: 661-868-3588
- Mail: County Clerk of Kern County  
1115 Truxtun Ave  
Bakersfield, CA 93301-4639
- Adjudicated: Daily Independent · 224 E. Ridgecrest Blvd., Ridgecrest, CA · 93555 760-375-4481
- Newspapers: News Review · 109 N. Sanders, Ridgecrest, CA · 93555 760-371-4301

**HOME OCCUPATION PERMIT (City Agency) – Do I Need One?** If you live in the City of Ridgecrest and intend on running a business out of your home, you must obtain a Home Occupation Permit before applying for a Business License. Cost is \$75.00.

- Phone: 760-499-5000 (Community Development)
- Address: City of Ridgecrest  
Community Development – Matthew Alexander  
100 W. California Ave.  
Ridgecrest, CA 93555