



CITY OF SANTA ANA

20 CIVIC CENTER PLAZA, FIRST FLOOR (M-15), P.O. BOX 1964, SANTA ANA, CA 92702 (714) 647-5447

BUSINESS LICENSE TAX APPLICATION

(PLEASE TYPE OR PRINT CLEARLY, USING BLACK INK)

AFFIDAVIT – CONFIDENTIAL (NOTE: We are unable to process an incomplete application. Please complete this application and submit with your payment.) Post Office boxes **will not** be accepted for either Business or Residential addresses. **Please see appropriate tax schedule for fees due.**

Check One: ☐ New Business Application ☐ Purchase of Existing Business/Rental Property ☐ Home Based Business ☐ Additional Location in City

Business Name (DBA) _____ **Santa Ana Business Start Date** ____/____/____

Corporation Name (If Applicable) _____ **Phone** () _____

Business Location (PO Boxes Not Accepted) _____ **Fax** () _____

City _____ **State** _____ **Zip** _____ **E-mail** _____

Mailing Address (If Different) _____

City _____ **State** _____ **Zip** _____ **Emergency Phone** () _____

Enter in Full State Seller's Permit # [][][][] [- - - - -] [- - - - -] **Example: (SR Y EA 123-456789 00001)**
(Attach Copy When Applicable) Prefix Acct Nbr Sub Nbr Prefix Acct Nbr Sub Nbr

Ownership of Business: ☐ Corporation ☐ Sole Proprietor ☐ Trust ☐ General Partnership ☐ Ltd Liability Co. ☐ Ltd Liability Partnership

Federal Tax I.D. # - - - - -

BUSINESS OWNER INFORMATION - Enter Names of **Owners, Partners, Members or Corporate Officers** below – Use Additional Sheets as Necessary

Owner/Officer Name _____ **Title** _____ **Social Security No.** _____

Home/or Corporate Address _____ **Phone** () _____

City _____ **State** _____ **Zip** _____ **Drivers License No.** _____

Owner/Officer Name _____ **Title** _____ **Social Security No.** _____

Home/or Corporate Address _____ **Phone** () _____

City _____ **State** _____ **Zip** _____ **Drivers License No.** _____

TYPE OF BUSINESS (Check [✓] all that apply) Please Provide the Required **Standard Industrial Classification Code (SIC)** []

☐ Retail ☐ Wholesale ☐ Service Industry ☐ Marketing ☐ Manufacturing ☐ Sub-Manufacturing ☐ Commercial Cannabis Business ☐ Distribution ☐ Assembly

☐ Sub-Assembly ☐ Processing ☐ Administrative Office/Facility ☐ Headquarters Office/Facility ☐ Brokerage ☐ Professional Office

☐ Peddlers/Solicitors, (# of Persons _____) ☐ Vending Machines, (# Units _____) ☐ Delivery Vehicle No Fixed Place of Business in the City (# Units _____)

☐ Catering/Produce/Ice Cream Trucks ☐ Carnival/Circus ☐ Entertainment/Amusements ☐ Rental Property - Commercial

☐ State Licensed Contractor-SLC # _____ Class _____ ☐ Independent Contractor/Misc. 1099 ☐ Warehouse/Storage Only

☐ Banking/Finance ☐ Insurance Company/Agent ☐ Government Office ☐ Daycare or Nursery ☐ Nonprofit Organization ☐ Exempt ☐ Other

☐ Rental Property – Residential, (# of Units _____) **Does your rental property have a permitted Accessory Dwelling Unit (ADU)?** YES ☐ / NO ☐

(Please Note: City of Santa Ana Does Not Permit Nor License Short-Term Rentals)

Will there be Distribution or Supplying of Marijuana? YES ☐ / NO ☐ **Will there be Sales of Tobacco Products?** YES ☐ / NO ☐

Description of Business Activity _____

(To prevent a delay in processing your application, a description of business activities and (where applicable) a description of items sold must be entered on the line above.)

For Businesses at a Physical Location in Santa Ana Only

Enter the Name of Property Owner, Leaseholder or Property Mgmt. Information Below:

Check [✓] One ☐ Owner-Occupied ☐ Tenant

Name _____ **Phone** () _____

☐ Owner-Lessor ☐ Leaseholder-Lessor ☐ Sub-Tenant

Address _____

I declare under penalty of perjury that this application (including accompanying documents) are, to the best of my knowledge, a true and correct statement of facts.

Signature _____ **Title** _____

Print Name _____ **Date** ____/____/____

Please remember to submit the accompanying appropriate tax fee schedule in order to avoid delays.

If you pay by check and it is returned, you expressly authorize the electronic debit of your account for the check amount plus a processing fee.

☐ Gross Receipts ☐ Flat Rate ☐ Variable Flat Rate ☐ Nonprofit ☐ Exempt ☐ Other

* OFFICIAL USE ONLY

BTN _____

C of O # _____

HOP # _____

POLICE CLEARANCE ☐ YES ☐ NO

TOBACCO SALES ☐ YES ☐ NO

NOTES: _____ Initial: _____

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MANDATORY ADA DISCLOSURE

ATTENTION: You may be subject to liability for failure to meet your legal obligation to comply with state and federal disability access laws. The recent issuance or renewal of a business license or equivalent instrument or permit does not mean that your business has been determined to be in compliance with state and federal disability access laws.

Please see the attached materials for more information.

ENSURING EQUAL ACCESS TO YOUR BUSINESS

The State of California wants to ensure that all people have equal access to public and private services. Many people with disabilities do not have equal access to services because many business owners do not take the time to ensure that their businesses are accessible. Some common problems disabled people encounter are:

- 1) The building has architectural barriers that make it difficult or impossible for someone using a wheelchair, walker, or other mobility device to get inside or move around.
- 2) The business uses a website that does not work with screen reading devices and other assistive technology.
- 3) The business does not allow people with disabilities to enter the building with their service animals.
- 4) The staff do not receive ADA training and do not know about the requirements to modify practices or to provide auxiliary aids and services.

As the operator of a business, it is your responsibility to ensure that your business provides equal access to people with disabilities. Refusing to make your business accessible is discrimination under state and federal law. People with disabilities and the government have the right to sue businesses that discriminate.

The best way to protect yourself from a lawsuit is to make your business accessible. Here are some important steps you should take:

- 1) Schedule an inspection with a Certified Access Specialist. A Certified Access Specialist (CAsp) is a person who the State of California recognizes as having specialized knowledge of accessibility standards. They can inspect your business and tell you what changes you need to make for your business to be accessible to disabled people. Getting a CAsp inspection has important benefits, like giving you extra protection in a lawsuit.

To find a CASp in your area, contact the CASp Program at the Division of the State Architect. You can also visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx. Additionally, you should contact your local government and ask what resources it has to help businesses comply with disability access laws. The State of California makes money available to local governments to create programs that help business owners comply with disability access laws.

- 2) Learn about accessibility laws from reliable sources. There is a lot of misinformation about accessibility laws. Get information about your rights and responsibilities as a business owner from reliable, trustworthy sources. California has several agencies that provide fact sheets, trainings, and other educational materials about accessibility. In fact, one of these agencies, the California Commission on Disability Access, was created by the Legislature for the purpose of helping businesses comply with accessibility laws. You should contact the following agencies and ask for information on how to comply with accessibility laws:

The California Commission on Disability Access: www.cdda.ca.gov

The Division of the State Architect: www.dgs.ca.gov

The Department of Rehabilitation: www.dor.ca.gov.

- 3) Making your business accessible is good for everyone. It makes your business available to more customers. It also promotes fair and equal access. We thank you for doing your part to help make California a great place for everyone!