



City of Rolling Hills Estates

4045 Palos Verdes Drive North
 Rolling Hills Estates, CA 90274
 310-377-1577 • Fax 310-377-4468
 www.RHE.city

This Application is for:

- New Business
- Renewal
- Change of Owner
- Change of Address

Business License Application - Year 2018

Official Use Only

Business Name: _____

License No. _____

Business Address: _____
Address Suite City State Zip

License Fee \$: _____

Amt. Remitted: _____

Mailing Address: _____
 (If Different) Address Suite City State Zip

Check # _____

AB 939 (3720) \$ _____

Date: _____

Business Phone: _____ **Business Fax:** _____

Business Activity: _____ **Email:** _____

Ownership: Sole Proprietor Partnership LLC Corporation Non-Profit

Federal ID No. _____ **Social Security No.** _____ **Seller's Permit No.** _____

State License (Contractor, Real Estate, etc): **No.** _____ **Type:** _____ **Start Date In City** _____

Owner or Principal Information

Name: _____ **Title:** _____ **Phone**(_____) _____

Home Address: _____
Address Suite City State Zip

Name: _____ **Title:** _____ **Phone**(_____) _____

Home Address: _____
Address Suite City State Zip

I declare under penalty of making a false statement the information is true and correct to the best of my knowledge.

Signature _____

Print Name _____

Date _____

- All Licenses Expire on the Thirty-First of December, and license renewals are due by January 31 to avoid penalty.

State CASp Fee "Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.
 The Department of Rehabilitation at www.rehab.cahwnet.gov.
 The California Commission on Disability Access at www.ccda.ca.gov."

I. Are You (fee is non-proratable)

- Contractor** \$40.00 _____
- Delivery** \$100.00 _____
- Gardener** \$100.00 _____
- Horse Trainer Permit** \$450.00 _____
- Maintenance** \$100.00 _____
- Performing Arts Theatre** \$25.00 _____
- Seasonal Business** \$100.00 _____

Penalty _____

Subtotal _____

New License \$20 or Renewal \$10 _____

State CASp Mandated Fee **4.00**

TOTAL _____

Mailing Label

II. Photography (fee is non-proratable)

- | | |
|--|------------------------------|
| A. Motion Picture Location Shooting in Areas is \$500 per day | Days _____ x \$500 = _____ |
| B. Shooting in Commercial Area or Public Property is \$1,000 per day | Days _____ x \$1,000 = _____ |
| C. Still Photography on City Property is \$200 per day | Days _____ x \$200 = _____ |
| D. Still Photography on Other Properties is \$100 per day | Days _____ x \$100 = _____ |

Enter New License \$20 or Renewal \$10 _____

TOTAL _____

III. All Other Businesses - Please Select Your Category and Complete the Form.

Gross receipts shall be based upon the gross receipts for the Previous Calendar Year or Estimate if new

<input type="checkbox"/> Retail & Restaurant	Base fee \$25 = _____ Enter Additional (if over \$25,000) = _____	Plus \$.25 per \$1,000 for all Gross Receipts in excess of \$25,000 = Total Receipts (a) _____ less \$25,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times .25 = _____
<input type="checkbox"/> Alarm Companies	Base fee \$100 = _____ Enter Additional = _____	Plus \$3.00 per \$1,000 for all Gross Receipts = Total Receipts (a) _____ divided by 1,000 = (b) _____ times 3
<input type="checkbox"/> Landfills	Base fee \$150 = _____ Enter Additional (if over \$30,000) = _____	Plus \$.50 per \$100 for all Gross Receipts in excess of \$30,000 = Total Receipts (a) _____ less \$30,000 = (b) _____ (b) _____ divided by 100 = (c) _____ times .50 = _____
<input type="checkbox"/> Private School	Base fee \$25 = _____ Enter Additional = _____	Plus \$.60 per \$1,000 for Tuition Revenue = Revenue (a) _____ divided by 1,000 = (b) _____ times .60
<input type="checkbox"/> Realtor	Base fee \$150 = _____ Enter Additional = _____	Plus \$15 per Employee plus Owners = No. of Employees _____ times 15
<input type="checkbox"/> Ready Mix Plants	Base fee \$500 = _____ Enter Additional (if over \$250,000) = _____	Plus \$2 per \$1,000 for all Gross Receipts in excess of \$250,000 = Total Receipts (a) _____ less \$25,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times .25 = _____
<input type="checkbox"/> Recreational Business	Base fee \$25 = _____ Enter Additional = _____	Plus \$3.00 per \$1,000 for all Gross Receipts = Total Receipts (a) _____ divided by 1,000 = (b) _____ times 3
<input type="checkbox"/> Commercial Property Rental	Fee \$25 = _____ Enter Additional (if over 5,000 ft ²) = _____	Plus \$4 per 1,000 ft ² of all floor space in excess of 5,000 ft ² = Floor Space (a) _____ less 5,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times 4 = _____
<input type="checkbox"/> Vending Machines	Base fee \$75 = _____ Enter Additional (if over \$25,000) = _____	Plus \$2 per \$1,000 for all Gross Receipts in excess of \$25,000 = Total Receipts (a) _____ less \$25,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times 2 = _____
<input type="checkbox"/> Wholesale	Base fee \$25 = _____ Enter Additional (if over \$25,000) = _____	Plus \$.15 per \$1,000 for all Gross Receipts in excess of \$25,000 = Total Receipts (a) _____ less \$25,000 = (b) _____ (b) _____ divided by 1,000 = (c) _____ times .15 = _____
<input type="checkbox"/> Professional/Semi	Base fee \$150 = _____ Enter Additional = _____	Plus \$15 per Employee plus Owners = No. of Employees _____ times 15 (Include Owner, Partner, Family Members, etc.)
<input type="checkbox"/> Home Occupation	Base fee \$25 = _____	
<input type="checkbox"/> Other*		*Amusement Games (game, alley, and/or device) add \$200 per game. *Juke Box add \$25 for first machine & \$10 for each additional machine. (*if applicable 100%, 75% or 50% of box Total Above)
Total from Above= _____		
**Prorated Total = _____		
***Penalty = _____		
Subtotal = _____		
AB 939 (Subtotal x 10%) = _____		
State CASp Mandated Fee 4.00		
Enter New License \$20 or Renewal \$10 = _____		
TOTAL _____		<i>-Excluding Home Occ, Alarm Co or Vending Machines</i>

****Proration Schedule for New Business Starting after March 31 • April 1 to August 31 pay 75% • Sept 1 to Dec 31 pay 50%**

*****Late Fee/Penalties:** Add a penalty of 10% of the license tax on the last day of each month after the due date with a maximum annual penalty of 50% of the annual fee. Licenses are due and payable on the first day of doing business within the City for new businesses and **license renewals are due by January 31** each year to avoid penalty.