Business License Approval Procedure

CUSTOMER

1. **Obtain Business License Application** - at Customer Service counter  ------------------SEE A

2. **Go to the Planning Department - Obtain Business use approval**
   - This step should be done prior to returning completed application.
   - There is a 24 hours turn around for Planning Dept.

3. **Complete and sign – Fire Department’s Questionnaire forms**  ---------------------- SEE B

4. **Home based business –**
   i. **Complete & Sign - Planning Department’s Supplemental form** ----SEE C

5. **Return the completed application to Customer Service counter**
   i. All applications should have the Fire Department’s Questionnaire forms signed and attached.

6. **Pay applicable fees (see Fee Schedule)** - to customer service representative:-------SEE D
   a. Application fee
   b. Annual license fee
   c. Building Department inspection fee
   d. AB1379

Yellow carbon copy of the application stamped with the date paid and the receipt will be provided to customer.

7. **Take Yellow carbon copy and receipt to – Building Department**
   a. **Schedule the inspection date**
      i. Please note the application will not be issued until this step is completed.
8. When building inspection is complete the Building Department will notify Finance. Complete packet will be submitted for Finance Director approval.

9. Fully completed business license packet will be processed and business license will be issued within 3 weeks.

10. **Out of town Contractors and Sub-Contractors**
    
    a. Applications with proof of current State Contractor’s License
    
    i. A temporary certificate will be issued within 24 hours
City of El Centro
City Business License Application
Department of Finance
P.O. Box 2069 – 1275 Main Street – El Centro, CA 92244
(760) 337-4573
businesslicense@cityofelcentro.org -For questions only

NEW LICENSE _____   CHANGE IN LOCATION_____ CHANGE IN OWNER _____ CHANGE IN NAME _____

This is an APPLICATION ONLY, and NOT a license to conduct business. You must obtain a business license PRIOR to conducting business. FILL OUT THIS FORM IN ITS ENTIRETY – INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Business Name _______________________________________________________________________________________________
If change of name, please state previous name ________________________________________________________________
Business Address __________________________________ City _____________________________ State_____ Zip___ ______
If change in location, previous address ________________________________________________________________
Mailing Address __________________________________ City ______________________________ State _____Zip ______
Business Phone (include area code) ___________________________ Contact Person _______________________________________
Email Address ___________________________________________________________________________________________
Name of Property Owner __________________________________ Home Phone ________________________________________
Indicate ownership status: Individual ___________ Partnership ____________ Corporation ____________ Non -profit ____________
List owners/partners/officers: ___________________________ Title ___________________________ Driver’s License No. ____________
1) ________________________________________          __________________________________ _____________________
2) ________________________________________          __________________________________ _____________________
3) ________________________________________          __________________________________ _____________________
Federal Employer Identification No. ___________________________ State Employer Identification No. ______________________
Is your business: Home Occupation? Yes ____ No ____ If “Yes”, read attached Planning Department Supplemental, sign and submit with application.
Door-to-door solicitation/peddler? Yes ____ No ____ If “Yes”, contact the El Centro Police Department for individual permits.
Description of Business (give details; also, list types of products/materials sold/stored)
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
All businesses: Complete, sign and submit with application the Fire Department Supplemental Questionnaire forms.
Will retail sales be conducted? Yes ____ No ____ State Sales Tax Permit Number ____________________________
Contractor based outside City? Yes ____ No ____ If “Yes”, jobsite address ____________________________________________
California State Contractor’s License No. ___________________________ License Type _________________ Classification __________
Appropriate building permits MUST be obtained prior to start of construction. Permits will not be released without a valid business license.
Motel/Hotel (Number of Rooms) ________Beauty Shop (Number of Operators) ________Barber Shop (Number of Chairs) ________
Number of employees in each type of employment: Office ______ Beauty Shop ______ Barber Shop ______ Other ______
I CERTIFY under penalty of perjury, that the foregoing statements are true, accurate, and complete to the best of my knowledge and belief. I also CERTIFY that I will notify the City of El Centro of any change in the information submitted herein.

Signature _________________________________________Title _____________________________ Date_____________________

*PLANNING DEPT. APPROVAL REQUIRED PRIOR TO SUBMITTING APPLICATION TO THE DEPT. OF FINANCE*
<table>
<thead>
<tr>
<th>PLANNING</th>
<th></th>
<th>Approved</th>
<th>Denied</th>
<th>Remarks/Zoning designation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector</td>
<td>Date Inspected</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BUILDING</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Inspection Required</td>
<td>YES ☐ NO ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspector</td>
<td>Date Inspected</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRE</th>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector</td>
<td>Date Inspected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

Misc. Notes
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________

FINANCE USE ONLY

Finance Department Approval: ________________________________ Filing Fee: $ _________
Date: ________________________________ Annual Fee: $ _________

Building Inspection Fee: $ _________
Fire Inspection Fee: $ _________
AB 1379 Fee: $ _________

Business License No.: ________________________________ Total Paid: $ _________
Date Issued: ________________________________ Receipt No.: _________
Dear Business Applicant:

Attached you will find information regarding fire extinguisher selection and placement, a supplemental questionnaire, a hazardous materials supplemental questionnaire, and an emergency contact sheet. The information you provide will assist us in conducting an assessment of your business and help us prepare for a fire and life safety inspection of the site.

A fire inspector will contact you to verify or schedule an inspection. The inspector will verify code compliance to ensure life safety so your business environment will be safe for your employees and patrons. You will be given information regarding code compliance as it pertains to your place of business and whether or not you are required to obtain Fire Permits. Fire Permits do carry an annual fee dependent upon the number and type. Annual fee information can be obtained by contacting our office. Following the inspection, you may be given a course of action to correct any deficiencies. This may delay the approval of your business license application depending upon the type of correction needed or the time frame needed to make the correction.

Your business will be placed on an inspection list and the Bureau will conduct regular inspections, usually annually. It is our goal to keep you operating as safely as possible to ensure your continued success and the life safety of your employees and patrons.

On behalf of the El Centro Fire Department I wish you continued success and safety in your business endeavors.

Sincerely,

Cedric Cesena, Interim Fire Chief
Location, size, and type of extinguisher depend upon several factors related to the class of hazard present. The following is a guide only. A determination of type, quantity, and placement, will be made upon inspection.

**Hazard classification:**

- **Light hazard:** may include offices, classrooms, churches, assembly halls where the total amount of Class A combustible materials, furnishing, decorations and contents, is of minor quantity. One (1) 2A rated extinguisher is required for each 6,000 square feet of floor area, or a portion thereof.

- **Ordinary hazard:** may include offices, classrooms, mercantile shops, storage, light manufacturing, automobile showrooms, workshops, where the total amount of Class A materials and Class B flammables are present in greater amounts than light hazard. One (1) 2A rated extinguisher is required for each 3,000 square feet of floor area or a portion thereof.

- **Extra hazard:** may include woodworking, vehicle repair, storage and manufacturing processes such as painting, dipping, coating. Greater amounts of Class A and B materials are present than what would be expected in an area classified as ordinary hazard. One (1) 3A rated extinguisher is required for each 3,000 square feet of floor area, or a portion thereof.

**Placement of Fire Extinguishers:**

Fire extinguishers for commercial and industrial buildings are to be located so as to maintain a maximum distance of travel of 75 feet, mounted so the top of the extinguisher is not higher than 5’ from the floor.

Fire Extinguishers shall not be obstructed from view. Signs may be utilized to indicate location.

**IMPORTANT:**

You may purchase a fire extinguisher at any hardware store, department or discount stores, or from an extinguisher service company, which may be found under “Fire Extinguishers” in the yellow pages of your phone book. The extinguisher is required to be serviced when new and annually thereafter. The hardware, department and discount stores usually are NOT licensed to service extinguishers. Therefore, you should expect an additional expense to have your new extinguisher certified by an extinguisher service company if you purchase it from one of these stores.

If you have any questions regarding the inspection or fire extinguishers requirements, please feel free to contact the El Centro Fire Department - Fire Prevention Bureau at (760) 337-4567.
1. BUSINESS NAME: ___________________________________________________________

2. Is the building sprinkler\ered?    Yes    No

3. Operations will produce dust/wood shavings or similar material?    Yes    No

4. Operations will involve the repair or replacement of automobile parts?  Yes    No

   If yes:
   (a) Describe the components repaired or replaced.
   _______________________________________________________________________
   _______________________________________________________________________

   (b) Does the operation involve the use of an open flame or any type of welding?
   Yes    No

5. The business is drinking, dining or assembly use that will result in an occupant load
   of more than 50 persons?    Yes    No

6. The following best describes my operation:
   Office Only
   Retail Sales
   Warehouse
   Manufacturing/Distribution (describe process and end product)
   _______________________________________________________________________
   _______________________________________________________________________
   Restaurant/Take Out Food
   Medical/Dental
   Other (describe)
   _______________________________________________________________________
   _______________________________________________________________________
El Centro Fire Department Fire Prevention Bureau
SUPPLEMENTAL QUESTIONNAIRE
Hazardous Materials

Does the operation involve any of the following materials?  

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Material Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Flammable liquids:</td>
<td></td>
</tr>
<tr>
<td>Class 1-A</td>
<td></td>
</tr>
<tr>
<td>Class 1-B</td>
<td></td>
</tr>
<tr>
<td>Class 1-C</td>
<td></td>
</tr>
<tr>
<td>2- Combustible liquids:</td>
<td></td>
</tr>
<tr>
<td>Class II</td>
<td></td>
</tr>
<tr>
<td>Class III-A</td>
<td></td>
</tr>
<tr>
<td>3- Combination flammable liquids:</td>
<td></td>
</tr>
<tr>
<td>4- Flammable gases:</td>
<td></td>
</tr>
<tr>
<td>5- Liquefied flammable gases:</td>
<td></td>
</tr>
<tr>
<td>6- Flammable fibers - loose:</td>
<td></td>
</tr>
<tr>
<td>7- Flammable fibers - baled:</td>
<td></td>
</tr>
<tr>
<td>8- Flammable solids:</td>
<td></td>
</tr>
<tr>
<td>9- Unstable material:</td>
<td></td>
</tr>
<tr>
<td>10- Corrosive liquids:</td>
<td></td>
</tr>
<tr>
<td>11- Oxidizing material:</td>
<td></td>
</tr>
<tr>
<td>Gases</td>
<td></td>
</tr>
<tr>
<td>Liquids</td>
<td></td>
</tr>
<tr>
<td>Solids</td>
<td></td>
</tr>
<tr>
<td>12- Organic peroxides:</td>
<td></td>
</tr>
<tr>
<td>13- Unstable materials:</td>
<td></td>
</tr>
<tr>
<td>14- Ammonium nitrate:</td>
<td></td>
</tr>
<tr>
<td>15- Highly toxic material:</td>
<td></td>
</tr>
<tr>
<td>16- Poisonous gas:</td>
<td></td>
</tr>
<tr>
<td>17- Aerosol products:</td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify that the above information is true and correct to the best of my knowledge.

Print Name: __________________ Signature: __________________ Date: ________
Date: _______________________

Business Name: _______________________________________________________________

Business Address: _______________________________________________________________

                                        _______________________________________________________________
                                        _______________________________________________________________
                                        _______________________________________________________________

Mailing Address: _______________________________________________________________

                                        _______________________________________________________________
                                        _______________________________________________________________
                                        _______________________________________________________________

Business Phone: _______________________

Business Owner: ______________________ Contact #: ______________________

Manager: ______________________ Contact #: ______________________

Assistant: ______________________ Contact #: ______________________

Property Owner: ______________________ Contact #: ______________________

**EMERGENCY CONTACTS:**

(List people who have keys to the business and are capable of a prompt after hours response.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
HOME OCCUPATION - Business operated out of your El Centro residence

Conditions for Issuance of City Business License:
Pursuant to El Centro Municipal Code Section 29.108 (C) Home Occupations are defined and must comply with certain conditions, as follow:

29.108 (c) Home Occupations.
(1) Home occupations shall include any use customarily conducted entirely within a dwelling and carried on by the inhabitants thereof. The use shall be clearly incidental and secondary to the principal use as a residence. The following uses or similar uses shall be considered as home occupations provided that such uses comply with the criteria established by this section:

a. Consultative professional occupations, whose function is one of rendering service and such function does not involve the dispensation of goods or products.

b. Second business offices, where said business has its principal office, staff and equipment located elsewhere.

c. The home office of a salesman, when all sales are conducted by correspondence with no commodities or displays on the premises.

d. Drafting, designing and the like using only the normal drafting equipment.

(2) The following regulations shall apply in the operation of any home occupation:

a. There shall be no employment of help other than resident family members.

b. There shall be no use of material or mechanical equipment not recognized as being part normal household or hobby uses.

c. Required off-street parking for the residence shall be maintained.

d. There shall be no sales of products or services not produced on the premises.

e. The use shall not generate pedestrian or vehicular traffic beyond that normal to the zone in which it is located.

f. There shall be no commercial delivery of materials to or from the premises.

g. There shall be no unsightly storage of materials or supplies in connection with the home occupation.

h. There shall be no signs or structures other than those permitted

As the operator of the business it is necessary for you to sign below, thereby attesting that you have read the above and agree to these conditions and all other applicable codes and ordinances throughout the lifetime of the business conducted at the specified address.

Date: __________________________________ Business Name __________________________________________
Signature __________________________________ Business Address ________________________________________
Print Name __________________________________

***Attach to City Business License Application***
## ATTACHMENT D

### City of El Centro

### Business License Fee Schedule

**New Business – Office/Building in the City of El Centro**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$166.37</td>
</tr>
<tr>
<td>Building Department Inspection Fee</td>
<td>$47.00</td>
</tr>
<tr>
<td>California Certified Access Specialist Program Fee (AB1379)</td>
<td>$4.00</td>
</tr>
<tr>
<td>Annual License Fee</td>
<td>$see below</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$Calculate</td>
</tr>
</tbody>
</table>

**New Business – Out of Town**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$166.37</td>
</tr>
<tr>
<td>California Certified Access Specialist Program Fee (AB1379)</td>
<td>$4.00</td>
</tr>
<tr>
<td>Annual License Fee</td>
<td>$see below</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$Calculate</td>
</tr>
</tbody>
</table>

**ANNUAL LICENSE FEES**

**All Businesses not listed below:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual License Fee</td>
<td>$46.00</td>
</tr>
</tbody>
</table>

**Carnivals and Circuses**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Fee</td>
<td>$200.00/day</td>
</tr>
<tr>
<td>(If less than 10 rides, $20.00 per ride per day)</td>
<td></td>
</tr>
</tbody>
</table>

**Coin-operated Amusement Machines:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Fee – Annual</td>
<td>$786.00</td>
</tr>
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</table>

**Contractors/Subcontractors:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>License Fee – Annual</td>
<td>$92.00</td>
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</tbody>
</table>

**Delivery:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Fee – Annual</td>
<td>$92.00</td>
</tr>
</tbody>
</table>

**Fortune-tellers, palmist, etc.:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Fee</td>
<td>$200.00/day</td>
</tr>
</tbody>
</table>

**Hotels, motels, and rooming houses:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Fee – Annual</td>
<td></td>
</tr>
<tr>
<td>1 to 20 rooms</td>
<td>$73.00</td>
</tr>
<tr>
<td>21 to 40 rooms</td>
<td>$147.00</td>
</tr>
<tr>
<td>41 to 50 rooms</td>
<td>$183.00</td>
</tr>
<tr>
<td>51 to 60 rooms</td>
<td>$220.00</td>
</tr>
<tr>
<td>61 to 80 rooms</td>
<td>$293.00</td>
</tr>
<tr>
<td>81 to 100 rooms</td>
<td>$367.00</td>
</tr>
<tr>
<td>101 to 150 rooms</td>
<td>$514.00</td>
</tr>
</tbody>
</table>

**Massage Establishment:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual License Fee</td>
<td>$46.00</td>
</tr>
</tbody>
</table>
### Massage Technician:
Annual License Fee $46.00

### Music Machines:
License Fee – Annual $1,572.00
(First 40 machines)

### Theatres:
License Fee – Annual $367.00

### Wholesalers:
License Fee – Annual $92.00

**See Corresponding Ordinance for additional information on:**
- Cards Rooms
- Massage Establishments
- Massage Technicians
- Music Machines
- Taxi Cabs

**Change in Location**
<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing Fee</td>
<td>$9.00</td>
</tr>
<tr>
<td>Building Department Inspection Fee</td>
<td>$47.00</td>
</tr>
<tr>
<td>California Certified Access Specialist Program Fee (AB1379)</td>
<td>$4.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$60.00</strong></td>
</tr>
</tbody>
</table>

**Change in Owner (Deletion/Addition of Owner)**
<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing Fee</td>
<td>$9.00</td>
</tr>
<tr>
<td>California Certified Access Specialist Program Fee (AB1379)</td>
<td>$4.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$13.00</strong></td>
</tr>
</tbody>
</table>

**Change in Owner (New Ownership)**
<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing Fee</td>
<td>$9.00</td>
</tr>
<tr>
<td>Annual License Fee (see annual license fees)</td>
<td></td>
</tr>
<tr>
<td>California Certified Access Specialist Program Fee (AB1379)</td>
<td>$4.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$Calculate</strong></td>
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</tbody>
</table>

**Change in Business Name Only**
<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing Fee</td>
<td>$9.00</td>
</tr>
<tr>
<td>California Certified Access Specialist Program Fee (AB1379)</td>
<td>$4.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$13.00</strong></td>
</tr>
</tbody>
</table>
Assembly Bill No. 1379

CHAPTER 667

An act to amend Section 4467 of the Government Code, relating to disability access, and making an appropriation therefor.

[Approved by Governor October 11, 2017. Filed with Secretary of State October 11, 2017.]

LEGISLATIVE COUNSEL’S DIGEST

AB 1379, Thurmond. Certified access specialist program: funding.
(1) Existing law requires the State Architect to establish and publicize a program for voluntary certification by the state of any person who meets specified criteria as a certified access specialist (CASp), as provided. Existing law, on and after January 1, 2013, and until December 31, 2017, inclusive, requires that any applicant for an original or renewal of a local business license or equivalent instrument or permit to pay an additional fee of $1 for that license, instrument, or permit, to be collected by the city, county, or city and county that issued the license, instrument, or permit.

This bill would extend the operation of this fee indefinitely and, on and after January 1, 2018, and until December 31, 2023, increase the amount from $1 to $4. The bill would revert the amount of the fee back to $1 on and after January 1, 2024. The bill, in any city, county, or city and county that does not issue a business license or an equivalent instrument or permit, would require an applicant for a building permit to pay an additional fee of $4 on and after January 1, 2018, and until December 31, 2023, and an additional fee of $1 on and after January 1, 2024, for the building permit, to be collected by the city, county, or city and county that issued the building permit.

(2) Existing law requires that the city, county, or city and county retain 70% of the fees collected under the above-described provision, to be used to, among other things, fund increased CASp services in that jurisdiction for the public, thereby making an appropriation. Existing law requires that the remaining 30% of the fees be transmitted on a quarterly basis to the Division of the State Architect for deposit in the Disability Access and Education Revolving Fund, a continuously appropriated fund.

This bill, on and after January 1, 2018, and until December 31, 2023, inclusive, would require the city, county, or city and county to instead retain 90% of the fees collected. The bill would revert the amount retained back to 70% on and after January 1, 2024. The bill would also require the moneys retained by the city, county, or city and county to instead be deposited in a special fund, established by the city, county, or city and county to be known as the “CASp Certification and Training Fund,” and used for increased CASp training and certification within that local jurisdiction, thereby making
an appropriation by expanding the purposes for which the retained fee moneys are required to be spent.

By extending the operation of fees deposited in the Disability Access and Education Revolving Fund, thereby increasing the amount of money in a continuously appropriated fund, this bill would make an appropriation.

(3) By extending the operation of the above-described fee, thereby requiring local officials to collect and allocate these revenues beyond December 31, 2018, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Appropriation: yes.

The people of the State of California do enact as follows:

SECTION 1. Section 4467 of the Government Code is amended to read:

4467. (a) (1) On and after January 1, 2013, through December 31, 2017, inclusive, any applicant for a local business license or equivalent instrument or permit, and from any applicant for the renewal of a business license or equivalent instrument or permit, shall pay an additional fee of one dollar ($1) for that license, instrument, or permit, which shall be collected by the city, county, or city and county that issued the license, instrument, or permit.

(2) On and after January 1, 2018, through December 31, 2023, the following shall apply:

(A) Any applicant for a local business license or equivalent instrument or permit, and any applicant for the renewal of a business license or equivalent instrument or permit, shall pay an additional fee of four dollars ($4) for that license, instrument, or permit, which shall be collected by the city, county, or city and county that issued the license, instrument, or permit.

(B) In any city, county, or city and county that does not issue a business license or an equivalent instrument or permit, an applicant for a building permit shall pay an additional fee of four dollars ($4) for that building permit, which the city, county, or city and county that issued the building permit shall collect.

(3) On and after January 1, 2024, the following shall apply:

(A) Any applicant for a local business license or equivalent instrument or permit, and any applicant for the renewal of a business license or equivalent instrument or permit, shall pay an additional fee of one dollar ($1) for that license, instrument, or permit, which shall be collected by the city, county, or city and county that issued the license, instrument, or permit.

(B) In any city, county, or city and county that does not issue a business license or an equivalent instrument or permit, an applicant for a building permit shall pay an additional fee of four dollars ($4) for that building permit, which the city, county, or city and county that issued the building permit shall collect.
permit shall pay an additional fee of one dollar ($1) for that building permit, which the city, county, or city and county that issued the building permit shall collect.

(b) (1) The city, county, or city and county shall retain the percentage of the fees collected under this section as specified in paragraph (2), of which up to 5 percent of the retained moneys may be used for related administrative costs of this chapter. The city, county, or city and county shall deposit the remaining moneys in a special fund, established by the city, county, or city and county to be known as the “CASp Certification and Training Fund.” The moneys in the fund shall be used for increased certified access specialist (CASp) training and certification within that local jurisdiction and to facilitate compliance with construction-related accessibility requirements. The highest priority shall be given to the training and retention of certified access specialists to meet the needs of the public in the jurisdiction as provided in Section 55.53 of the Civil Code.

(2) The amount of fees collected under this section and retained by the city, county, or city and county shall be in the following amounts:

(A) On and after January 1, 2018, through December 31, 2023, inclusive, 90 percent.

(B) On and after January 1, 2024, 70 percent.

(c) The remaining amount of all fees collected under this section and not retained by the city, county, or city and county pursuant to subdivision (b) shall be transmitted on a quarterly basis to the Division of the State Architect for deposit in the Disability Access and Education Revolving Fund established under Sections 4465 and 4470. The funds shall be transmitted within 15 days of the last day of the fiscal quarter. The Division of the State Architect shall develop and post on its Internet Web site a standard reporting form for use by all local jurisdictions. Up to 75 percent of the collected funds in the Disability Access and Education Revolving Fund shall be used to establish and maintain oversight of the CASp program and to moderate the expense of CASp certification and testing.

(d) Each city, county, or city and county shall make an annual report, commencing March 1, 2014, to the Division of the State Architect of the total fees collected in the previous calendar year and of its distribution, including the moneys spent on administrative services, the activities undertaken and moneys spent to increase CASp services, the activities undertaken and moneys spent to fund programs to facilitate accessibility compliance, and the moneys transmitted to the Disability Access and Education Revolving Fund.

SEC. 2. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.
NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

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:

DEPARTMENT OF GENERAL SERVICES,
Division of the State Architect, CASp Program
www.dgs.ca.gov/casp

DEPARTMENT OF REHABILITATION
Disability Access Services
www.dor.ca.gov
www.rehab.ca.gov/caspa/disabilityaccessinfo

DEPARTMENT OF GENERAL SERVICES,
California Commission on Disability Access
www.cccda.ca.gov
www.cccda.ca.gov/resource-portal/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

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DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/capfa/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)—The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.

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