



# CITY OF FILLMORE

250 Central Avenue, Fillmore, CA 93015-1907  
(805) 524-3701 FAX (805) 524-6714

## BUSINESS LICENSE APPLICATION

PLEASE TYPE OR PRINT CLEARLY & COMPLETE ALL APPLICABLE FIELDS ON THIS FORM

		<b>OFFICIAL USE ONLY</b>
<b>Business Name</b> _____		<b>License No.</b> _____
<b>Business Address</b> _____		
<b>Mailing Address</b>	City _____ State _____ Zip Code _____	<b>Business Phone</b> _____
	City _____ State _____ Zip Code _____	<b>Business Fax</b> _____
<b>Ownership Type:</b>	<input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Co <input type="checkbox"/> Corporation / State _____ <input type="checkbox"/> Exempt	<b>Business Email</b> _____
<b>Location Type:</b>	<input type="checkbox"/> Commercial Site <input type="checkbox"/> Home Occupation <input type="checkbox"/> Street Vendor <input type="checkbox"/> Solicitor/Peddler	
<b>Start Date in Fillmore</b>	<b>Detailed Description of Business Activity</b>	<b>Bldg Square Footage</b>
<b>Business Type:</b> <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Service <input type="checkbox"/> Contractor <input type="checkbox"/> Manufacturing <input type="checkbox"/> Admin Only <input type="checkbox"/> Delivery		
<b>Federal ID #</b>	<b>State ID #</b>	<b>Health Permit #</b>
<b>State License #</b>	<b>License Type</b>	<b>Expiration Date</b>
<b>Seller's Permit or Resale Cert #</b>		<b># Employees</b>

### OWNERS, PARTNERS or CORPORATE OFFICERS

<b>1) Owner Name</b> _____	<b>Title</b> _____
<b>Address</b> _____	<b>SSN</b> _____
City _____ State _____ Zip Code _____	<b>DL or ID/State</b> _____
<b>Phone Number</b> _____	<b>DOB</b> _____
<hr/>	
<b>2) Owner Name</b> _____	<b>Title</b> _____
<b>Address</b> _____	<b>SSN</b> _____
City _____ State _____ Zip Code _____	<b>DL or ID/State</b> _____
<b>Phone Number</b> _____	<b>DOB</b> _____

I declare under penalty of perjury that the information and statements contained herein are true and correct to the best of my knowledge and belief. I am aware that any violation of the Fillmore Municipal code will terminate the business license.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### OFFICIAL USE ONLY

<b><u>BUILDING &amp; SAFETY</u></b>	<b>Business Fee</b> \$ _____  <b>Other Fees</b> \$ _____  <b>AMOUNT DUE</b> \$ _____
Inspected By _____ <input type="checkbox"/> Approved Inspection Date _____ <input type="checkbox"/> Disapproved Restrictions _____	
<b><u>FIRE DEPARTMENT</u></b>	
Inspected By _____ <input type="checkbox"/> Approved Inspection Date _____ <input type="checkbox"/> Disapproved Restrictions _____	
<b><u>PLANNING DEPARTMENT</u></b>	
Reviewed By _____ <input type="checkbox"/> Approved Date _____ <input type="checkbox"/> Disapproved Zoning _____ Restrictions _____	This license is issued without verification that the license is subject to or exempt from licensing by the State of California (Gov't Code 37101.2)

**BUSINESS LICENSE FEE SUMMARY**

	<u>Basic Rate</u>	<u>Tier Rate</u>	<u>App Fee</u>	<u>State</u>	<u>Total</u>
Special Event	\$30.00	\$0.00	\$0.00	\$5.00	<b>\$35.00</b>
Home Occupation	\$95.00	\$0.00	\$25.00	\$5.00	<b>\$125.00</b>
Business Located in Fillmore <b>(Under 1,499 Square Feet)</b>	\$95.00	\$125.00	\$25.00	\$5.00	<b>\$250.00</b>
Business Located in Fillmore <b>(1,500 - 4,999 Square Feet)</b>	\$95.00	\$165.00	\$25.00	\$5.00	<b>\$290.00</b>
Business Located in Fillmore <b>(Over 5,000 Square Feet)</b>	\$95.00	\$190.00	\$25.00	\$5.00	<b>\$315.00</b>
Business Outside of Fillmore <b>(Business Location that is not a Fillmore Address)</b>	\$95.00	\$15.00	\$25.00	\$5.00	<b>\$140.00</b>
Solicitor/Peddler	\$95.00	\$50.00	\$25.00	\$5.00	<b>\$175.00</b>

**BUSINESS LICENSE APPLICATION PROCESS**

- STEP #1:** Submit business license application to the Planning Department. The Planning Department will determine if the proposed business is located within the proper land use designation in accordance with the zoning ordinance. The Planning Department will also indicate if there are any additional permits that may be required. **(ONLY FOR FILLMORE ADDRESS LOCATIONS)**
- STEP #2:** When the Planning Department has approved the business license application, it is then forwarded to the Building and Safety and Fire Department for approval. **(ONLY FOR FILLMORE ADDRESS LOCATIONS)**

**Your application for the business license may need to include some or all of the following:**

- ❖ A Home Occupation business must sign and attach a Home Occupation Permit with the business license application. **There is a one-time fee of \$105.00 and is collected when the original application is submitted.**
- ❖ Retail businesses must obtain a seller's permit from the State Board of Equalization. The permit must show the correct address of the business. A copy of the permit must be attached to the business license application.
- ❖ Any business name that included anything other than the owner's first and last name is required to register a fictitious name statement with the Ventura County Clerk's Office. You will be required to publish the name in the local newspaper. Copies of the fictitious name statement and proof of publication must be attached to the business application.
- ❖ Any businesses selling food, operating a public water system, producing hazardous waste, having a swimming pool, storing hazardous materials in underground tanks, and operating landfills or trash trucks must apply for a health permit. A copy of the health permit must be attached to the business license application.
- ❖ Solicitors/Peddlers must first get a Live Scan. The report must be attached with the business license application.
- ❖ Non-profit organizations must provide a copy of a non-profit status.

**DIRECTORY**

**ALCOHOL PERMITS**

Alcohol Beverage Control  
1000 South Hill Road, Suite 100  
Ventura, CA 93003  
(805) 289-0100

**LIVE SCAN**

City of Fillmore  
250 Central Avenue  
Fillmore, CA 93015  
(805) 524-3701

**CHILD CARE**

Ventura County Child Care  
800 South Victoria Avenue  
Ventura, CA 93009  
(805) 652-7830

**CONTRACTORS LICENSING**

State of California  
Contractors Licensing Board  
(800) 321-2752

**FEDERAL EMPLOYERS I.D. NUMBERS**

Internal Revenue Service  
2500 Financial Square #1  
Oxnard, CA 93030  
(800) 829-1040

**FICTITIOUS BUSINESS NAME/DBA**

County of Ventura  
County Clerk's Office  
800 South Victoria Avenue  
Ventura, CA 93009  
(805) 654-3788

**HEALTH PERMITS**

County of Ventura  
Environmental Health Division  
800 South Victoria Avenue  
Ventura, CA 93009  
(805) 654-2813

**RESALE NUMBERS/SELLERS PERMIT**

State Board of Equalization  
4820 McGrath, Suite 260  
Ventura, CA 93003  
(805) 677-2700

**AIR QUALITY PERMIT**

Ventura County Air Pollution Control District  
4567 Telephone Rd 2nd Floor  
Ventura, CA 93003  
(805)303-3688