



**County of Humboldt**  
Storefront Business License Application

**Business License #** \_\_\_\_\_

**Humboldt County Treasurer-Tax Collector**  
 825 5th Street, Room 125  
 Eureka, CA, 95501-1100  
**Website:** <http://humboldtgov.org/tax>  
**Phone:** (707) 476-2450

**Please Print & Complete All Questions on this Form**

**This application will be submitted to the following County Departments for approval:**  
Public Works Environmental Health Planning Building Sheriff Fire District  
*A license will not be issued without the approval of those applicable departments.*

**Date:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Business Location Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Business Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_ **Business Website:** \_\_\_\_\_

Estimated Gross Monthly Income: \_\_\_\_\_ This figure determines the cost of your annual business license fee.

**Please see the Annual Fee Schedule.**

<b>APPLICATION FEE:</b>	<b>\$442.00</b>
Annual License Fee..... \$ _____	(See Business License Fee Schedule Below)
<b><u>Total Due \$</u></b> _____	
<b><u>Fees are Non-Refundable</u></b>	
<b><u>Cash or Check Only</u></b>	
Please make checks payable to:	
<b><u>Humboldt County Tax Collector</u></b>	
<b><u>Business License Annual Fee:</u></b>	
\$5000 and Over	\$40.00
\$2500-\$4999	\$30.00
\$ 600 - \$2499	\$20.00
\$ 599- & Under	\$12.00

**LLC** \_\_\_ **Corporation** \_\_\_ **Partnership** \_\_\_ **Sole Proprietor** \_\_\_ **Foundation** \_\_\_ **Trust** \_\_\_ **Other** \_\_\_\_\_

**Must include a copy of Articles of Organization if you are a LLC, Corporation, Foundation, etc.....**

**#1. Owner** \_\_\_ **Manager** \_\_\_ **Contact** \_\_\_ **Officer** \_\_\_ **Other** \_\_\_\_\_ **#2. Owner** \_\_\_ **Manager** \_\_\_ **Contact** \_\_\_ **Officer** \_\_\_ **Other** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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

Is this a new business? [ ] Yes / [ ] No Is this a new location for an existing business? [ ] Yes / [ ] No

Are you a new owner? [ ] Yes / [ ] No Will you operate the same type of business as the former owner? [ ] Yes / [ ] No

Is this a home occupation? [ ] Yes / [ ] No If yes, will there be customer traffic? [ ] Yes / [ ] No

Does this business involve the sale, transport or manufacture of food? [ ] Yes / [ ] No

If yes, describe: \_\_\_\_\_

Is this location on a public or private road? [ ] Public / [ ] Private

Are off-street parking stalls available? [ ] Yes / [ ] No Are they paved? [ ] Yes / [ ] No How many? \_\_\_\_\_

Do you plan to enlarge the existing driveway or construct a new one? [ ] Yes / [ ] No

Is this business served by: [ ] Public Sewer System / [ ] Septic Tank System / [ ] Unknown

Do you handle or plan to handle hazardous materials? [ ] Yes / [ ] No

1. Are you a contracted County Vendor? Yes [ ] No [ ]

2. Are you a veteran? [ ] Yes / [ ] No *If yes, contact the Tax Collector's office to determine if you qualify for exemptions.*

Per the Nuclear Free Humboldt County Ordinance: Is the proposed building or structure to be used for designing, producing, launching, maintaining, or storing nuclear weapons or the components of nuclear weapons? [ ] Yes / [ ] No

*Sales, use, or excise tax may apply to your business activities.  
 For information, contact the State Board of Equalization Office.  
 (1-800-400-7115)*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signing this application acknowledges potential regulatory oversight and the intent of the applicant to comply.**

**Paid Cash/Check/Money Order \$** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Processed By:** \_\_\_\_\_

# County of Humboldt Business License Application

## Community Development Service, Planning & Building Division Supplemental Form

**Please Complete All the Questions on This Form**

**Business Type:**  Storefront  Mobile  Special  Cannabis  Cannabis Transporter

Owner Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Assessor Parcel Number \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Estimated Gross Monthly Income \$ \_\_\_\_\_

Type of Business, mark all that apply:

- Agriculture Related
- Animal Keeping/Breeding
- Antique Mall
- Automotive Sales, Storage, Service or Repair
- Barbershop
- Beauty Shop
- Bed & Breakfast
- Church, Synagogue or Place of Worship
- Café', Restaurant, Bar
- Consulting
- Food Handling (processing or packing)
- Health Care Services
- Heavy Industrial/Equipment
- Lawn Care/Landscaping

- Light Industrial
- Manufacturing
- Office, Professional
- Medical Services
- Open Storage Contractors Yard
- Public Assembly
- Retail Sales
- Sanitarium
- School or teaching facility
- Secondhand Store
- Stables and/or Kennels
- Surface Mining
- Warehousing, Storage and Distribution
- Other \_\_\_\_\_

Explain the response (s) above by describing the activities associated with the business: \_\_\_\_\_

Proposed hours and days of operation  9am – 5pm Monday – Friday  Other: \_\_\_\_\_

Numbers of Employees and Partners: (Including yourself) \_\_\_\_\_

Business Cycle:  Permanent  Seasonal  Temporary  Other \_\_\_\_\_

Square Footage of  Room \_\_\_\_\_  Building (s) \_\_\_\_\_ used for the business. (square footage = length X width)

Describe the expected pedestrian, vehicular & truck traffic: (in trips coming & going per day) \_\_\_\_\_

Describe any other local, state & federal permits required for the business: (i.e. NCUAQMD, RWQCB, ABC, State Resale #....)

Describe any unique activities, requirements or specifications of the business: \_\_\_\_\_

**Will the proposed business involve the sale or distribution of cannabis or cannabis related product?**

YES, if yes, please select all business types that apply below:  NO

- Cultivation/Processing  Manufacturer  Testing  Dispensary  Distribution  Nursery
- Transporter  Tourism  Other \_\_\_\_\_

Is this a new business?  Yes/  No Is this a new location for an existing business?  Yes/  No

Are you a new owner?  Yes/  No Will you operate the same type of business as the former owner?  Yes/  No

Does this business involve the sale, transport or manufacture of food?  Yes/  No If yes, describe \_\_\_\_\_

Is this location on a public or private road?  Public /  Private

Are off-street parking stalls available?  Yes/  No Are they paved?  Yes/  No How many? \_\_\_\_\_

Do you plan to enlarge the existing driveway or construct a new one?  Yes/  No

Is this business served by:  Public Sewer System/  Septic Tank System/  Unknown

Do you handle or plan to handle hazardous materials?  Yes/  No

Do you or plan to retail tobacco products?  Yes/  No



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# The Building Divisions Business License Inspection

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## Why do I need an inspection from the building division for my business license?

Before issuing a business license, the County of Humboldt wants to ensure the place of business meets a minimum standard for public safety. An inspection from the building division will ensure this standard is met or exceeded.

## How can I ensure I will pass the Building Divisions business license inspection?

Generally speaking, you will need to ensure that your place of business does not contain any obvious structural, mechanical, electrical, or plumbing hazards. Additionally, you will need to verify your place of business is a legal structure and that no work has been done without permits. Any unpermitted construction will need to be addressed with a building permit before issuance of a business license. Use the following checklist to ensure you pass your business license inspection.

### General

- My place of business was constructed before 1962 OR it was built with building permits.
- The proposed business does not constitute a change of use from how the structure was permitted to be used. If it is a change of use, a building permit addressing this change was applied for and finalized.
- An address is on the building and is placed in a position that is visible from the street fronting the property.

### Water Heater(s)

- The temperature pressure relief valve is hard piped to the exterior.
- Water heaters shall be anchored or strapped to resist horizontal displacement due to earthquake motion. Strapping shall be at points within the upper one third (1/3) and lower one-third (1/3) of its vertical dimensions. At the lower point, a minimum distance of four(4) inches (102 mm) shall be maintained above the controls with the strapping.
- The flue is installed according to the manufacturer's instructions and appears in safe condition.
- Combustion air is adequately provided per manufacturer's instructions.

### Furnace(s)

- The flue is installed according to the manufacturer's instructions and appears in safe condition.
- Combustion air is adequately provided per manufacturer's instructions.
- The furnace is installed according to the manufacturer's instructions and appears in safe condition.

### Electrical

- Required GFCI outlets are in place and working (required in bathrooms, outdoors, garages, other wet areas).
- Extension cords are not being used as permanent wiring.
- Visible wiring appears to be in safe condition. All cover plates are installed and there are no exposed conductors.
- All outlets test correct with a receptacle tester (outlet testers can cost less than \$20 at most hardware stores).

### Note About Accessibility

Although we do not inspect accessibility elements, 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 from the following handout located on our website:

<https://humboldt.gov/DocumentCenter/View/114305/ADA-LAW-CASp-Notice-PDF>

## DISABILITY ACCESS REQUIREMENTS AND RESOURCES

### 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  
GENERALSERVICES,  
Division of the State  
Architect, CASp Program

[www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa)

[www.dgs.ca.gov/casp](http://www.dgs.ca.gov/casp)

DEPARTMENT OF  
REHABILITATION  
Disability Access Services

[www.dor.ca.gov](http://www.dor.ca.gov)

[www.rehab.cahwnet.gov/](http://www.rehab.cahwnet.gov/)

[disabilityaccessinfo](http://disabilityaccessinfo)

DEPARTMENT OF  
GENERALSERVICES,  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)

[www.cdda.ca.gov/resources-menu/](http://www.cdda.ca.gov/resources-menu/)

[es-menu/](http://www.cdda.ca.gov/resources-menu/)

### 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 an 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](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## 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](http://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](http://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](http://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/cpcfca/calcap/](http://www.treasurer.ca.gov/cpcfca/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](http://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](http://www.bsc.ca.gov).