



# City of Colton

Civic Center  
659 N. La Cadena • Colton, CA 92324  
(909) 370-5079 • FAX: (909) 783-0875

- Please  Business not at a residence
- Check  Home Occupation/Business
- One  Service or Contractor doing business in Colton
- ▶  Change of Ownership or Type of Ownership
- Change of Business Name
- Reapplication of Prior Business License

## BUSINESS LICENSE APPLICATION

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING THIS FORM

**Business Name** \_\_\_\_\_ **Bus. Phone** (\_\_\_\_) \_\_\_\_\_

**Business Location** \_\_\_\_\_ **Bus. Fax** (\_\_\_\_) \_\_\_\_\_  
(Not a P.O. Box) (List address where each individual consents to receive service of process per AB2184, Sec. 16000.1 (a)(2) and 16100.1 (a)(2))

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
(If Different)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date:	Description of Business:	Hours of Operation:
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Ownership:  Corporation  Ltd. Liability Corp.  Partnership  Sole Proprietor  Trust

Contractor License No. \_\_\_\_\_ Classification No.  A  B  C

Business Occupancy No. \_\_\_\_\_ No. Of Employees \_\_\_\_\_

Resale No. \_\_\_\_\_ Health Permit No. \_\_\_\_\_

Federal I.D. No. \_\_\_\_\_ State I.D. No. \_\_\_\_\_

### NOT PUBLIC INFORMATION

### \*\*\* Owner / Partner / Officer Information\*\*\*

### NOT PUBLIC INFORMATION

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Social Security # /Driver License # or Other I.D. \_\_\_\_\_

Owner Name \_\_\_\_\_ Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Social Security # /Driver License # or Other I.D. \_\_\_\_\_

I declare under penalty of perjury, that the information in this application is true and correct. I agree to report gross receipts for work in the City of Colton for the current calendar year and pay any additional tax due upon expiration of this license per C.M.C 5.02.100.

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
RETURN ENTIRE APPLICATION FORM TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO THE CITY OF COLTON.

### CITY USE ONLY

Business License Tax based on gross receipts, which must be reported on renewal form that will be mailed in December.

### BUSINESS LICENSE EXPIRATION DATE \_\_\_\_\_

Deposit on Estimated Tax \$ 65.00

NAIC \_\_\_\_\_

GROSS RECEIPTS/YEAR \_\_\_\_\_

Non-Refundable Application Fee \$ 35.00

TAX CD1 \_\_\_\_\_

Business License Approval

State SB 1186 \$ 4.00

License Number Issued \_\_\_\_\_

TOTAL FEES \$ 104.00

Cash Receipt No. \_\_\_\_\_

Council District \_\_\_\_\_

Payment Method  Check  CC  Cash

# CITY OF COLTON – BUSINESS LICENSE PROCEDURES

Before a business applies for a license, a BUSINESS OCCUPANCY PERMIT (BOP) must be obtained from the Development Services Department, located at 659 North La Cadena Drive. The Certificate of Occupancy involves departmental inspection and other pertinent or related requirements, depending on the type of business conducted. For more information call the Development Services Department, Planning Division at (909) 370-5079.

Businesses must comply with all City, County, State and Federal regulations. This includes laws pertaining to zoning, building, fire, health and safety. There are certain approvals required even if you are purchasing an existing business or moving into an existing building previously used for the same type of business.

ALL BUSINESSES MUST FILL OUT AN APPLICATION. Occasionally, our office may request re-verification or an update of the information already on file, (i.e., mail address, telephone, resale number, etc.). It contains necessary information and background for each business and may be required for small modifications of an existing business with an active license. The Business License Officer keeps all information forms on file, and personal information on all forms is not made available to the general public.

Businesses should provide a copy of their Fictitious Business Name Filing, or Corporation Filing, which can be done at most local newspapers. Our office will also require copies of resale number permits, health permits, state and federal ID numbers, and any of all applicable permits, according to the business being conducted.

Business License fees may vary. For more information please call the Business License Division at (909) 370-5079.

## FEE SUMMARY

### BUSINESS LICENSE TAX CLASSIFICATION "A" - RETAIL SALE / WHOLESALE

Up to	25,000 Gross Receipts	\$ 65.00
\$ 25,001 to	50,000 Gross Receipts	\$ 95.00 plus .85 per thousand or fraction there of over \$ 25,001
\$ 50,001 to	100,000 Gross Receipts	\$ 185.00 plus .60 per thousand or fraction there of over \$ 50,001
\$ 100,001 to	1,000,000 Gross Receipts	\$ 250.00 plus .35 per thousand or fraction there of over \$ 100,001
\$1,000,001 and over		\$ 600.00 plus .20 per thousand or fraction there of over \$1,000,001

### BUSINESS LICENSE TAX CLASSIFICATION "B" - SERVICE ORIENTED

Up to	25,000 Gross Receipts	\$ 65.00
\$ 25,001 to	50,000 Gross Receipts	\$ 105.00 plus .90 per thousand or fraction there of over \$ 25,001
\$ 50,001 to	100,000 Gross Receipts	\$ 190.00 plus .70 per thousand or fraction there of over \$ 50,001
\$ 100,001 to	1,000,000 Gross Receipts	\$ 275.00 plus .45 per thousand or fraction there of over \$ 100,001
\$1,000,001 and over		\$ 725.00 plus .30 per thousand or fraction there of over \$1,000,001

### BUSINESS LICENSE TAX CLASSIFICATION "C" - PROFESSIONAL ORIENTED

Up to	25,000 Gross Receipts	\$ 65.00
\$ 25,001 to	50,000 Gross Receipts	\$ 115.00 plus .95 per thousand or fraction there of over \$ 25,001
\$ 50,001 to	100,000 Gross Receipts	\$ 195.00 plus .80 per thousand or fraction there of over \$ 50,001
\$ 100,001 to	1,000,000 Gross Receipts	\$ 300.00 plus .55 per thousand or fraction there of over \$ 100,001
\$1,000,001 and over		\$ 850.00 plus .40 per thousand or fraction there of over \$1,000,001

### BUSINESS LICENSE TAX FEES

Daily Sales	\$ 15.00 / Day
Security/ Security Guard	\$ 300.00 / Annually
Delivery/Delivery Service	\$ 300.00 / Annually
Real Estate Agent (Lawn Signs)	\$ 200.00 / Annually
Ice Cream Trucks (Motorized)	\$ 250.00 each/Annually
Bingo (Charitable, Religious, Non Profit)	\$ 50.00 / Annually
Auctioneer	\$ 500.00 / Annually
Bail Bondsman	\$ 250.00 / Annually
Directory Compiling/Publishing	\$ 150.00 / Annually
Handbill Distribution	\$ 150.00 / Annually
Refuse Service	\$ 200.00 / Annually
Convalescent Home/Hospital	\$ 150.00 + 5.00 Per bed over 20 / Annually
Dog Kennel	
5-10 Dogs	\$ 50.00 / Annually
11-20 Dogs	\$ 75.00 / Annually
21-30 Dogs	\$ 100.00 / Annually
Massage/Acupressure Technician	\$ 100.00 / Annually

**ALL FEES PLUS APPLICABLE ADMINISTRATIVE FEES**

### GENERAL INFORMATION

#### LOCAL AGENCIES

**INTERNAL REVENUE SERVICE (IRS)**  
(Federal Employer Number)  
(800) 829-1040

**INLAND EMPIRE COMMUNITY NEWSPAPERS**  
1809 COMMERCE CENTER WEST  
SAN BERNARDINO, CA  
(909) 381-9898 FAX (909) 384-0406

**BETTER BUSINESS BUREAU**  
(909) 825-7280

**CHAMBER OF COMMERCE**  
655 N. LA CADENA DR.  
COLTON, CA  
(909) 825-2222

**A T & T (New Business)**  
(800) 750-2355

**SOUTHERN CALIFORNIA GAS COMPANY**  
(800) 427-2200

**FICTITIOUS BUSINESS NAMES (Filing)**  
222 WEST HOSPITALITY LANE  
SAN BERNARDINO, CA  
(909) 387-8306

#### STATE OF CALIF. AGENCIES

**STATE BOARD OF EQUALIZATION**  
(Resale #) (BEAN)  
3737 MAIN STREET, SUITE 1000  
RIVERSIDE, CA 92501  
(951) 680-6400

**FRANCHISE TAX BOARD**  
(State Employee Number)  
(800) 852-5711

**STATE COMPENSATION INS. FUND**  
(909) 384-4500

**CONTRACTORS STATE  
LICENSE BOARD  
LICENSE VERIFICATION**  
(800) 321-2752

**ALCOHOLIC BEVERAGE CONTROL  
EXCISE TAX**  
(800) 400-7115

**DEPT. OF CONSUMER AFFAIRS**  
(800) 344-9940

### SAN BERNARDINO COUNTY

**BUSINESS LICENSES**  
(Unincorporated Areas)  
(909) 387-3841

**HEALTH PERMITS**  
(800) 442-2283

**FOOD QUALITY**  
(909) 387-4608