

# Business License Application

CITY OF FERNDALE  
 834 Main Street \* P.O. Box 1095  
 Ferndale, CA 95536  
 Phone: 707.786.4224  
 Email: cityclerk@ci.ferndale.ca.us



I (we) hereby apply for a Business License to conduct business within the city limits of Ferndale, under city Business Ordinance 06-01.

Federal Tax ID#/SS# \_\_\_\_\_ Sellers Permit # \_\_\_\_\_

Business Owner(s) : \_\_\_\_\_

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

Nature of activity, business, profession: \_\_\_\_\_

Business physical address: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

Business phone number: \_\_\_\_\_ Email Address \_\_\_\_\_

Home mailing address: \_\_\_\_\_

Home phone number: \_\_\_\_\_

License date (if less than the fiscal year) : \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
 Signature of applicant

\_\_\_\_\_  
 Date of application

APPROVALS	Initials:	Date:
Premises approved by Building Inspector		
Premises approved by Fire Department		
Premises approved by Health Inspector		
Application approved by City Hall		

SCHEDULE OF FEES (FY 2017-18) Fees and Fines Schedule)	
Premises Inspection – if necessary	\$50.00
Business License for fiscal year – Retail (from July 1 <sup>st</sup> through June 30 <sup>th</sup> )	\$65.00
Business License for period of less than a fiscal year – Retail, per quarterly unit	\$20.00
Business License for fiscal year – No Sales Tax (from July 1 <sup>st</sup> through June 30 <sup>th</sup> )	\$85.00
Business License for period of less than a fiscal year – No Sales Tax, per quarterly unit	\$25.00
Duplicate Business License issuance	\$10.00
Transfer Business License Location	\$10.00
Carnival, per day	\$105.00
Vendor, per day, (If food vendor, must have health inspection – Call and set up an appointment with Vanessa Huerta (707)599-3455.)	
Service/Product not offered locally	\$10.00
Service/Product offered locally	\$150.00
Chamber Sponsored Sales	\$100.00

The complete Business Ordinance 06-01 may be reviewed at City Hall or online at <http://ci.ferndale.ca.us> click on Laws 07/31/2017

## New/Change Business Check List –

If you are doing business in the City of Ferndale, you may need some or all of the following. Please contact Ferndale City Hall for applications and to pay fees.

\_\_\_\_\_ Ferndale Business License

\_\_\_\_\_ A building inspection will be required before a new business license is issued or a change in business occurs. Please call Arnie Kemp at (707)599-6226.

\_\_\_\_\_ The premises will need a fire inspection from the fire department before a new business license is issued or a change in business occurs. Please call Ferndale Fire Department at (707)786-9909

\_\_\_\_\_ Any place preparing or serving food will require a health inspection fee. Contact Vanessa Huerta to set up an inspection: (707)599-3455. A business license will not be issued until a health inspection is completed.

\_\_\_\_\_ Any change to the look of the outside of the building in the Design Review zone, including signs, doors, window, paint, will require a “Use Permit – Design Review”. There are some restrictions on materials, size, color, and lighting. This application will go through the Design Review Committee, under the Planning Commission.

\_\_\_\_\_ All signs must comply with the Sign Ordinance (Ordinance 2013-02) Neon Open/Closed signs are strictly prohibited.

\_\_\_\_\_ For a Bed & Breakfast, a hotel, or motel, you will need to pay bed tax to the City of Ferndale.

\_\_\_\_\_ For a home business in a residential zone, you will need a “Use Permit – Home Occupancy.” This will require a deposit, and the application may go through the Planning Commission or be approved administratively.

\_\_\_\_\_ In some zones, you may need a “Use Permit” for a particular type of business.

### OTHER THINGS TO CONSIDER:

\_\_\_\_\_ Fictitious Business Name – Call the County Clerk 445-7593

\_\_\_\_\_ Sales and Use Tax – Call the State Board of Equalization: 1-800-400-7115