





**PLEASE COMPLETE THE FOLLOWING INFORMATION TO THE BEST OF YOUR ABILITY**

**ZONING INFORMATION**

What zone is this business in? \_\_\_\_\_  
 Is this business allowed in this zone?  NO  YES, no permit required  YES, with a permit  
 What is permit application status? \_\_\_\_\_

**REQUIRED PARKING**

City parking requirements are found in Municipal Code Section 17.24.100. If you have questions, contact the Planning Department at (707)668-5655 to determine the number, size and type of spaces needed.

Floor area of your business: \_\_\_\_\_square feet  
 Total number of off-street parking spaces provided exclusively for your business: \_\_\_\_\_

**SIGN PERMITS**

Most new businesses will need new signs, and new signs require a sign permit. Check with the Planning Department at (707)668-5655 for specific requirements and to obtain Sign Permits.

**HAZARDOUS MATERIALS INFORMATION**

If any of the following equipment or material is required for the proposed use, please indicate size, type and amount:

Acid	_____	Flammables	_____
Chemical solvents	_____	Parts washer	_____
Clarifier	_____	Spray booth or painting	_____
Explosives	_____	Equipment requiring	_____
Grease trap	_____	cooling water	_____

Comments or information: \_\_\_\_\_

**GENERAL INFORMATION**

Please indicate whether this is: change of use , newly constructed building , change of business occupant , additional occupant , or change of ownership . Former use, if known: \_\_\_\_\_.

Are any modifications to the building needed? Outside  Inside  Estimated cost \_\_\_\_\_

Comments, if any \_\_\_\_\_

Are entry and toilet facilities Handicapped Accessible? Yes No

Type of Sewer Account: Light Commercial , Heavy Commercial , Residential ,

Pretreatment Program Required: Yes No

Property has multiple units intended to rent out as my business (ex: motel) Yes No If yes, how many units? \_\_\_\_\_

**CITY USE ONLY**

			APN	_____
Planning Department approved?	Yes	No	Signed:	_____
Building Department approved?	Yes	No	Signed:	_____
Fire Department approved?	Yes	No	Signed:	_____
Health Certificate Received? (if applicable)	Yes	No	Signed:	_____

Notes:

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**SUPPLEMENTAL INFORMATION FOR A BUSINESS LOCATED OUTSIDE OF A COMMERCIAL/INDUSTRIAL DESIGNATION**

If your business will be run out of your home, complete the checklist below.

The City provides that some types of small businesses may be run out of a home. As such, the City of Blue lake requires that a Home Occupation Permit Application be approved prior to commencing of the business. If your business falls within the definition of a Home Occupation, you are responsible for notifying the City Planner for application information prior to commencing with the business activity.

The definition of a Home Occupation is the conduct of a business including an art of profession, the offering of a service or the handcraft manufacture of products on a residentially-zoned property or dwelling as a residence, and in accordance with the provisions of Section 9606 of Zoning Ordinance No. 244, as amended.

Please answer the following questions:

- 1. Will your business employ someone who will work at your residence but does not live there? Yes No
- 2. Will your business require any new structural, electrical, mechanical, or plumbing alterations? Yes No
- 3. Will your business involve storing materials and supplies used or distributed at the residence? Yes No
- 4. Will any vehicular or pedestrian traffic be generated at the residence? Yes No
- 5. Is a sign identifying the business proposed for the residence? Yes No
- 6. Will business activities, other than phone calls, be conducted out of the home? Yes No
- 7. Does your business include sales/distribution of a handcrafted item beyond what would be considered as a hobby? Yes No
- 8. Will any aspect of the business be noticeable at the residence? Yes No

**For any YES answers, please describe further below. Any YES answers to the above questions may require that a Home Occupation Permit be applied for. Please contact the City Planner for more information.**

**ADDITIONAL INFORMATION ABOUT PROPOSED BUSINESS.**

**Business activity must be described in detail.**

**CITY PLANNER USE ONLY**

CITY PLANNER DETERMINATION:

- Business License can be approved. Home Occupation Permit Not Required.
- Home Occupation Permit Required.
- Business Not Allowed in Residential Area.

Keep this page for your information and use

## BUSINESS LICENSE APPROVALS CHECKLIST

City of Blue Lake  
PO Box 458  
111 Greenwood Rd.  
Blue Lake, CA 95525  
(707)668-5655  
[www.bluelake.ca.gov](http://www.bluelake.ca.gov)

This contact information may be needed for you to successfully receive all necessary approvals to obtain your business license. Please allow at least one business day after filing your application before contacting these departments to schedule inspections, etc. Once all approvals are submitted to the City Clerk by the departments listed below an invoice will be mailed to you and once paid a license will be issued to you.

### Planning

All Business Licenses require the approval of the Planning Department. Most Planning approvals are made internally and do not need to be scheduled. If there are any further inspections needed, the planning department will contact you.  
If you have questions, please direct them to (707)668-5655.

### Mandatory Inspections

#### **BUILDING---**(707)668-5655/[building-official@bluelake.ca.gov](mailto:building-official@bluelake.ca.gov)

The building department will require an inspection of your place of business to determine if all building requirements have been met. You may call and schedule this inspection.

My Notes:

#### **FIRE---**(707)668-5765/[bluelakefire@gmail.com](mailto:bluelakefire@gmail.com)

The fire department will require an inspection of your place of business when the location is ready for normal business operation to begin. You may call to schedule your inspection once your location is business ready.

My Notes:

### Important Information for the Business License Applicant:

Upon completion of the business license application process (including completion of any necessary approvals) you will receive an invoice for any fees applicable. Fees are prorated quarterly. If your start date is mid fiscal year your initial fees will be prorated accordingly. **You will not receive your business license until those fees are paid in full.**

Any invoice that is not paid by the due date is subject to a 10% penalty each month for up to 50% of the total of the business license fees owed. Following the penalties if such fees are still delinquent you may be subject to an **administrative citation**. It is important that you keep in contact with our office if there are any changes which prevent you from paying.

Business licenses are renewed annually and expire December 31st each year. You will automatically receive a renewal invoice in the mail. Do not ignore this invoice if you have ceased business and do not plan to renew for the upcoming fiscal year. **It is the responsibility of the business owner to notify the City of Blue Lake of the cease of your business.**

If there are any changes to your business such as:

- Location of Business
- Number of Employees
- Business Owner
- Business Name
- Mailing Address/ Contact Information
- Business Activities
- If no longer doing business within our City Limits

**It is your responsibility to notify the City of Blue Lake of any such change as soon as possible.**

## 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  
GENERSERVICES,  
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/  
disabilityaccessinfo](http://www.rehab.cahwnet.gov/disabilityaccessinfo)

DEPARTMENT OF  
GENERSERVICES,  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)  
[www.cdda.ca.gov/resour  
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/cpcf/calcap/](http://www.treasurer.ca.gov/cpcf/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).