



## Notice to Applicants for Business Licenses & 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:

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DEPARTMENT OF REHABILITATION  
*Disability Access Services*

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

DEPARTMENT OF GENERAL SERVICES  
*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/)

DEPARTMENT OF GENERAL SERVICES  
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)

### Certified Access Specialist Inspection Services

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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).

## Government Tax Credits, Tax Deductions and Financing

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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 & State Legal Requirements on Accessibility for Individuals with Disabilities

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*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).



## **IN CITY BUSINESS LICENSE APPLICATION PACKET**

Anyone doing business in the City of La Mesa must have a business license. You will need your business address, type of business, and a completed application. An application can be obtained by visiting the City of La Mesa's Finance Department's webpage at [www.cityoflamesa.us](http://www.cityoflamesa.us) or in person at City Hall. We accept check, cash, money order or Visa/MasterCard/Discover credit cards during regular business hours.

Please read this packet and complete the included forms. If you should have any questions about this paperwork, call the Business License Officer at 619.667.1118. All in-city business license applications will be sent for review to city departments and processing times can take approximately 2-6 weeks for department approvals.

### **STEPS TO OPENING A BUSINESS:**

- **MANDATORY-Location**-Select a site, determine zoning requirements and secure any special permits. Determine city zoning requirements prior to signing a lease or contract by contacting the City of La Mesa's Planning Division at 619.667.1177. The Planning Division can check specific site zoning or what zones would be appropriate for your business. They will also assist in determining which discretionary permits are required for specific business types.
- **RECOMMENDED-Tax Numbers**-Obtain employer ID numbers, if you intend on employing staff. These numbers are not necessary until employees are hired and can be obtained by completing form SS-4 from the Internal Revenue Service, call 800.829.3676. Businesses are also required to obtain a state identification number to report employee taxes to the State. For more information contact the Employment Development Department at 619.516.1920. Contact the Internal Revenue Service to receive the Tax Guide for Small Business which is an invaluable tool to help business owners understand the basics. Call the IRS at 800.829.1040. [www.irs.gov](http://www.irs.gov)
- **RECOMMENDED-Fictitious Business Name**-Obtain information on how to establish a fictitious business name from the San Diego County Clerk's office by calling 619.401.5700.
- **RECOMMENDED-Sellers Permit**-Obtain a seller's permit and resale certificate if you will be selling taxable items or will provide a taxable service. For the appropriate forms, please visit the California Dept of Tax & Fee Administration website at <http://www.cdtfa.ca.gov/> or at 858.385.4700.
- **RECOMMENDED-Create a Business Plan**-Research how to create a business plan at your local library. Additional resources are available at The Small Business Administration (619.557.7250) and/or SCORE Business Counseling (619.557.7272). *Determine the Legal Structure of Your Business*-You can contact your own accountant or attorney for assistance in this matter. For additional information, contact the office of California's Secretary of State at 916.657.5448.

### **FIRE DEPARTMENT APPROVAL REQUIRED**

As part of the business license application process you will be required to have your business inspected by Heartland Fire & Rescue (City of La Mesa's Fire Department) to ensure that you meet all the life and fire safety code requirements. Please contact Heartland Fire & Rescue's Fire Prevention Division to schedule a fire inspection: (619) 667-1355.

### **BUSINESS LICENSE DIVISION**

The Business License Division of the City of La Mesa addresses business tax and sales tax issues; it does not regulate business activities. Per the La Mesa Municipal Code section 6.04, anyone doing business in the City of La Mesa must have a business license issued by the City of La Mesa. "Doing business in the City" is defined as having an office or work site within the geographic boundaries of the City, or entering the City to conduct business with the intent of being paid, including: all businesses with La Mesa addresses, all professionals, home-based businesses, contractors, subcontractors and delivery businesses based in other cities. Almost every city and county in California has some form of business licensing or business tax certificate program. Because it is a local tax, licensing is not transferable between cities or counties.

**Stormwater Discharge Compliance – Pursuant to Senate Bill No. 205**-If you have a business that is a regulated industry with a storm water discharge requirements in accordance with Senate Bill No. 205, you must provide your SIC and Permit numbers.

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As of July 1<sup>st</sup>, 2012 California law (AB 341) requires commercial businesses that generate four cubic yards or more of solid waste per week and multifamily residential buildings of five units or more to arrange for recycling services. These services are provided to La Mesa businesses by EDCO Waste & Recycling and can be arranged by calling 619.287.7555. More information on this requirement is available at 619.667.1338 or at [cityoflamesa.us/recycling](http://cityoflamesa.us/recycling).



8130 Allison Avenue  
P.O. Box 937  
La Mesa, CA 91944  
619-667-1118

**Please Check One:**

New Business

Change of Owner

Change of Location

Change of Business Name

## Business License Application

**PLEASE TYPE OR PRINT CLEARLY**

**Business Name (DBA)** \_\_\_\_\_

<b>Business Location</b> (Cannot be a P.O. Box or Mail Box No. Include Suite No.) Address _____	<b>Business Phone</b> _____
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<b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____	<b>Business Fax</b> _____
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<b>Mailing Address</b> <input type="checkbox"/> (Check if Same As Business Address) Address _____	<b>E-Mail:</b> _____
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<b>City</b> _____ <b>State</b> _____ <b>Zip Code</b> _____	<b>Web Page:</b> _____
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<b>Business Start Date</b> _____	<b>Description of Business – Please be specific</b> _____	<b>SIC Code (required):</b> _____
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<b>No. of Employees</b> _____	<b>No. of Amusement Devices</b> (If Applicable) _____	<b>No. of Pool Tables</b> (If Applicable) _____	<b>No. of Units/Spaces</b> (Rentals/Mobile Homes Only) _____	<b>No. of Vending Machines</b> _____
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<b>Contractors State License Board and Classification</b> No. _____ Classification _____	<b>Sellers Permit No.</b> _____
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<b>Federal EIN No.</b> _____	<b>State ID No. (EDD)</b> _____	<b>State License No./Type</b> _____
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**Ownership Information**

**Check one of the following:**

Sole Proprietor  Partnership  Limited Partnership  Corporation  Limited Liability Company  Trust

**Enter Information for Owners, Individuals, Officers, Partners, Managers, Trustees - Attach additional page if necessary**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Social Security \_\_\_\_\_ Driver's License \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Social Security \_\_\_\_\_ Driver's License \_\_\_\_\_

**Emergency Notification (For City of La Mesa Businesses Only)**

<b>Name</b> _____	<b>Phone</b> _____
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<b>Alarm Company</b> _____	<b>Phone</b> _____
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I declare, under penalty of perjury, that the above application is true and correct to the best of my knowledge. I certify that I will operate my business in accordance with all applicable federal, state and city laws and regulations. I further understand that any false statements made above are grounds for denial or revocation of the business license.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

◇ FOR CITY USE ONLY ◇

<b>Base Fee</b>	\$ _____	<b>Employee Fee</b>	\$ _____	<b>Device/Table/Unit Fee</b>	\$ _____	<b>Total Paid \$</b>	Planning: _____
<b>Penalty</b>	\$ _____	<b>Receipt #</b>	<b>By</b>		<b>Comments:</b>		
<b>CASp Fee</b>	\$ 4.00						
<b>TOTAL AMOUNT DUE</b>	\$ _____	<b>Cash</b>	<b>Check</b>	<b>Credit</b>	<b>M.O.</b>		

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8130 Allison Avenue La Mesa, CA 91942
Attn: Business License Section
619-667-1118

IN-CITY BUSINESS LICENSE APPLICATION SUPPLEMENTAL

BUSINESSES LOCATED IN LA MESA MUST COMPLETE AND SUBMIT THIS FORM.
Businesses located outside of La Mesa should only submit an Out-of-City application.

Please check one or more categories that describe your business:

General Commercial

- Automotive Sales
Automotive Services
Bar/Pub/Tavern
Care Facility (Child/Adult)
Catering
Retail
Restaurant
Wholesale

Services

- Brokerage
Business Services
Computer/Internet
Contractor-Office Only
Contractor-w/Equipment
Design
Financial Services
Instructional/Training
Laboratory
Massage Establishment
Medical/Dental Office
Personal Services
Recreation/Fitness
Salon Booth Rental
Salon/Spa

Vehicles

- Delivery- Retail
Delivery- Wholesale
Transportation

Industrial/Agr.

- Agriculture/Fishing
Assembly
Manufacturing

Vending Machines

- Other Service Mach
Vending Machines #

Cannabis

- Cannabis Dispensary
Cannabis Manufacturing
Commercial Cultivation Site

Property Rentals

- Apartments
Commercial

Please refer to the Business License Fee Schedule for fee information for your business. If your business type is not listed in the schedule, use the General Commercial fees. Businesses paying incorrect fees will be notified of a balance due by mail.

Please answer the following questions and provide details for all "Yes" answers in the space provided or attach addn'l sheets.

- 1. Will your business be based from your home?
2. Will your business have inventory? Where?
3. Will your business have outdoor usage?
4. Will there be food preparation at the location?
5. Will alcohol be served or sold at the location?
6. Will there be live entertainment or outdoor dining?
7. Will your business have vehicles and/or delivery?
7a. Where will the vehicles be stored/parked?
7b. Number of vehicles
8. Will your business make products at the location?
9. Will your business use any specialized equipment?
10. Will there be construction modifications at location?
11. Will your business store or use in any way, flammable or combustible liquids, compressed gases, or other hazardous materials?
12. Will your business have a sign?
13. Will there be building modifications to your location?
14. Does your business have any pool tables?
15. Will your business have 50 or more persons gathering together in a building, room or structure used for drinking, dining, education, entertainment or worship?

The City of La Mesa is required to apply a distance from "Minor Oriented Facilities" to proposed medical marijuana dispensaries. The City needs information from businesses regarding uses that might be described or considered one of the following types of Minor-Oriented Facilities. LMMC Section 24.23 defines "Minor Oriented Facilities" as any after school program, teen center, boys/girls club, children's theater or children's museum where the primary use is devoted to people under the age of 18. For questions, please contact Community Development Department at 619-667-1177.

Please mark all that apply to your business:

- After School Programs
Teen Center
Club for Boys and/or Girls
Children's Theater
Children's Museum
Primary use is devoted to people under the age of 18

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

Location: \_\_\_\_\_

Business Owner: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

ANY FUTURE CHANGES TO THE ABOVE MUST BE SUBMITTED FOR RE-APPROVAL WITH THE CITY