



# CITY OF MOORPARK BUSINESS REGISTRATION APPLICATION \$104.00

COMMUNITY DEVELOPMENT DEPARTMENT | 799 Moorpark Avenue, Moorpark, California 93021

Main City Phone Number: (805) 517-6200 | Fax: (805) 532-2530 | www.moorparkca.gov

### CORPORATE / BUSINESS INFORMATION

|  |  |                        |                             |
|--|--|------------------------|-----------------------------|
| <b>Business Name:</b>  |  | <b>Business Phone:</b> |                             |
| <b>Business Additional or DBA Name:</b>  |  |                        |                             |
| <b>Business Address:</b> <i>(Post Office Box Not Accepted)</i>   |  |                        |                             |
| <i>Other permits may apply when zoning is verified. A Business Registration and Zoning Clearance for occupancy are required for each new business in the city, or for each new business location. A Business Registration and Home Occupation Permit are required if conducting business from a residential zone within Moorpark city limits.</i>  |  |                        |                             |
| <b>Mailing Address:</b> <i>(if different from the business address above)</i>  |  |                        |                             |
| <b>Ownership:</b> <input type="checkbox"/> Sole <i>(Are you a veteran who is honorably discharged or honorably relieved from the Armed Forces of the United States and is a resident of California?)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> LLC (Limited Liability Co.) |  |                        |                             |
| <b>Business Type:</b> <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Service <input type="checkbox"/> Manufacturing <input type="checkbox"/> Construction   |  |                        | <b>Number of Employees:</b> |

### OWNER INFORMATION / NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS

|               |               |
|---------------|---------------|
| <b>Owner:</b> | <b>Title:</b> |
| <b>Phone:</b> | <b>Email:</b> |
| <b>Owner:</b> | <b>Title:</b> |
| <b>Phone:</b> | <b>Email:</b> |

### ADDITIONAL INFORMATION

|  |   |                 |
|--|---|-----------------|
| <b>State License No:</b>                         | <b>Type:</b>  | <b>Expires:</b> |
| <b>FEIN No:</b> <i>(Federal Employer ID No.)</i> | <b>MANDATORY Primary Four Digit SIC Code:</b> <i>(Standard Industrial Classification Code)</i><br>_____<br><i>Not sure of your SIC Code? Look it up at: <a href="http://www.osha.gov/pls/imis/sicsearch.html">http://www.osha.gov/pls/imis/sicsearch.html</a></i> |                 |

**Business Description:**

**FOR BUSINESSES LOCATED IN MOORPARK AND SUBJECT TO THE CALIFORNIA GENERAL INDUSTRIAL STORMWATER PERMIT, PLEASE PROVIDE ONE OF THE FOLLOWING NUMBERS\* THAT APPLIES TO YOUR BUSINESS. To determine if you are subject to this permit, please visit: [https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/industrial.html](https://www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.html) Click on "Permit Coverage" and "Numeric Order." If your SIC Code IS NOT on the list, you do not need to provide any of the numbers in this section. If your SIC Code IS on the list, please contact the State's General Info helpline at 1-866-563-3107.**

|   |   |
|---|---|
| <b>*Waste Discharge Identification (WDID) No.:</b>      | <b>*WDID Application No.:</b>                               |
| <b>*Notice of Non-Applicability Identification No.:</b> | <b>*No Exposure Certification (NEC) Identification No.:</b> |

### FOR BUSINESSES LOCATED IN MOORPARK

*If your business is a food, automotive, nursery, laundry, or industrial facility, it is subject to an annual National Pollutant Discharge Elimination System (NPDES) fee.*

**DECLARATION:** I declare under penalty of perjury under the laws of the State of California, that the information and statements contained herein are true and correct to the best of my knowledge and belief, including those provided pursuant to the Stormwater Quality Act and Section 16000.3 of the Business Professionals Code.

\_\_\_\_\_  
Applicant Signature (Owner or Representative)

\_\_\_\_\_  
Date

### FOR STAFF USE ONLY BELOW THIS LINE

|   |  |           |
|---|--|-----------|
| <b>Business Registration No.:</b>                             | <b>Business Registration Fee: (\$100.00)</b>                           | <b>\$</b> |
| <b>Expiration Date:</b>                                       | <b>State CASp Fee: (Disability Access &amp; Requirements) (\$4.00)</b> | <b>\$</b> |
| <b>Home Occupation Permit No.:</b>                            | <b>Home Occupation Permit Fee: (\$110.00)</b>                          | <b>\$</b> |
| <b>Zoning Clearance No.:</b>                                  | <b>Zoning Clearance Fee: (\$110.00)</b>                                | <b>\$</b> |
| <b>Staff Initials:</b>  | <b>NPDES Fee:</b><br><i>(See details above – Fees vary)</i>            | <b>\$</b> |
| <b>Date Paid:</b> _____                                       | <b>Miscellaneous Permit:</b>   | <b>\$</b> |
| <b>Cash</b> _____ <b>Check</b> _____ <b>Credit Card</b> _____ | <b>TOTAL DUE:</b>  | <b>\$</b> |

# City of Moorpark

## Application for Business Registration Information

### Title 5 Business Taxes, Licenses and Regulations

#### Chapter 5.08 Business Registration Permit

- Chapter 5.08.010 (Registration Permit Required.) Professions, trades or occupations of all and every kind of calling which are engaged in for the purpose of earning, in whole or in part, a profit or livelihood, whether or not a profit or livelihood is actually earned, and whether paid for in money, goods, labor or otherwise. "Business" includes professions, trades or occupations, which do not have a fixed location within the city.
- Chapter 5.08.020 (Exempt Organizations, Activities, Persons.) No person shall engage in any business within the city without a valid business registration permit issued pursuant to this or in violation of any provision of this chapter.
- Chapter 5.08.40 (Permit Application.) The permit application shall not be deemed filed unless the form has been filed out completely and accurately by the applicant.
- Chapter 5.08.60 (Additional Requirements Prior to Permit Issuance.) A business registration permit shall be valid for one year from the date of issuance. The permit shall be renewed annually by the filing of a permit application not more than thirty (30) days nor less than fifteen (15) days prior to the expiration of the current permit.
- Chapter 5.08.70 (Amendment and Duplicate Permit.) Every business registration permit shall be posted in a conspicuous place upon the premises where such business is conducted.

*The full Moorpark Municipal Code Chapter 5.08 is available for viewing on the City website at [www.moorparkca.gov](http://www.moorparkca.gov)*

➔ Before completing this application, you must obtain all applicable permits such as a Zoning Clearance for Occupancy of your business and/or sign permits before paying for and receiving a Business Registration. A Zoning Clearance Permit for occupancy is required for each new business in the city, or each new business location. The fee for a Zoning Clearance is \$110.00. If tenant improvements are proposed with occupancy, only one Zoning Clearance that includes the occupancy and tenant improvements is required. Before processing a Business Registration, a Zoning Clearance must be obtained from the Community Development Department.

➔ You must obtain a Home Occupation Permit before applying for a business Registration Permit if your business will be conducted from a residential zone with Moorpark limits (any business where your home address or phone number is used). The processing fee for a Home Occupation Permit is \$110.00. We do not require a Zoning Clearance for occupancy for a Home Occupation Permit.

#### REFUNDS ARE NOT PERMITTED

Please proofread the entire form and fill out any missing information and make any necessary corrections. Return the entire form signed (original *ink* signature only) with the full payment made payable to the City of Moorpark.

The Community Development Department stands ready to assist you, please contact us if further clarification is needed.

*Thank you for doing business in the City of Moorpark!*

## 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/)

### 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.dgs.ca.gov/bsc](http://www.dgs.ca.gov/bsc).

## REQUISITOS DE ACCESO PARA DISCAPACIDAD Y RECURSOS

# AVISO A LOS SOLICITANTES DE LICENCIAS COMERCIALES Y PERMISOS DE CONSTRUCCIÓN COMERCIAL:

Bajo las leyes federales y estatales, el cumplimiento de las leyes de acceso para discapacitados es una responsabilidad seria y significativa que se aplica a todos los propietarios e inquilinos de edificios de California con edificios abiertos al público. Puede obtener información sobre sus obligaciones legales y cómo cumplir con las leyes de acceso para discapacitados en las siguientes agencias:

DEPARTAMENTO DE  
SERVICIOS GENERALES,  
División del Arquitecto del  
Estado, Programa de  
Especialistas de Acceso  
Certificado (CASp. por sus  
siglas en ingles)

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

DEPARTAMENTO DE  
REHABILITACIÓN  
Servicios de Acceso para  
Discapacitados

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

DEPARTAMENTO DE  
SERVICIOS GENERALES,  
Comisión de California Sobre  
el Acceso para  
Discapacitados

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

### SERVICIOS DE INSPECCIÓN DE UN ESPECIALISTA EN ACCESO CERTIFICADO

El cumplimiento de las normas de accesibilidad estatales y federales relacionadas con la construcción garantiza que los lugares públicos sean accesibles y estén disponibles para personas con discapacidades. Ya sea que su empresa se mude a una instalación de nueva construcción o si está planeando una modificación de su instalación actual, al contratar los servicios de un Especialista de Acceso Certificado (CASp) al inicio de este proceso, se beneficiará de las ventajas de cumplimiento y bajo la Ley de Construcción. Ley de Cumplimiento de los Estándares de Accesibilidad Relacionados (CRASCA, Código Civil 55.51-55.545), también se benefician de las protecciones legales.

Aunque es posible que su nuevo edificio ya haya sido autorizado y aprobado por el departamento de construcción, es importante obtener servicios de inspección de CASp después de su mudanza, ya que se pueden crear barreras de acceso no deseadas e infracciones, por ejemplo, colocar sus muebles y equipos en las áreas que deben mantenerse libres de obstrucciones. Para las modificaciones planificadas, un CASp puede proporcionar una revisión del plan de sus planes de mejora y una evaluación de cumplimiento de acceso de las áreas de alojamiento público de sus instalaciones que pueden no formar parte de la modificación.

Un CASp es un profesional que ha sido certificado por el Estado de California para tener conocimientos especializados con respecto a la aplicabilidad de los estándares de accesibilidad. Los informes de inspección CASp preparados de acuerdo con CRASCA dan derecho a los propietarios de negocios e instalaciones a beneficios legales específicos, en el caso de que se presente una demanda de accesibilidad relacionada con la construcción en su contra.

Para encontrar un agente de CASp, visite  
[www.apps2.dgs.ca.gov/DSA/casp/casp\\_certified\\_list.aspx](http://www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx).

## REQUISITOS DE ACCESO PARA DISCAPACIDAD Y RECURSOS

### CRÉDITOS FISCALES DEL GOBIERNO, DEDUCCIONES FISCALES Y FINANCIACIÓN

Programas estatales y federales para ayudar a las empresas con el cumplimiento y gastos de acceso y están disponibles en:

#### **Crédito de Acceso para Discapacitados para Pequeñas Empresas Elegibles**

CRÉDITO TRIBUTARIO FEDERAL: la Sección 44 del Código de Ingresos Internos proporciona un crédito fiscal federal para pequeñas empresas que incurren en gastos con el propósito de brindar acceso a personas con discapacidades. Para obtener más información, consulte el Formulario 8826 del Servicio de Impuestos Internos (IRS por sus siglas en inglés): Crédito de Acceso para Discapacitados en [www.irs.gov](http://www.irs.gov).

CRÉDITO TRIBUTARIO DEL ESTADO: Los artículos 17053.42 y 23642 del Código de Ingresos e Impuestos otorgan un crédito fiscal estatal similar al Crédito de Acceso para Discapacitados federal, con excepciones. Para obtener más información, consulte el Formulario 3548 de la Junta de Impuestos de Franquicia (FTB): Crédito de Acceso para Discapacitados para Pequeñas Empresas Elegibles en [www.ftb.ca.gov](http://www.ftb.ca.gov).

#### **Deducción por Eliminación de Barreras Arquitectónicas y de Transporte**

DEDUCCIÓN DE IMPUESTOS FEDERALES: la Sección 190 del Código de Ingresos Internos permite a las empresas de todos los tamaños reclamar una deducción anual por gastos calificados incurridos para eliminar las barreras físicas, estructurales y de transporte para las personas con discapacidades. Para obtener más información, consulte la Publicación 535 del IRS: Gastos de Negocio en [www.irs.gov](http://www.irs.gov).

#### **Programa de Financiamiento de Acceso a Capital de California**

OPCIÓN DE FINANCIAMIENTO DEL ESTADO: el Programa de Financiamiento de Acceso a Capital de California (CalCAP) para los Americanos con Discapacidades (CalCAP / ADA) ayuda a las pequeñas empresas a financiar los costos de alterar o modernizar las instalaciones existentes de pequeñas empresas para cumplir con los requisitos de la ADA federal. Aprenda más en [www.treasurer.ca.gov/cpcfca/calcap/](http://www.treasurer.ca.gov/cpcfca/calcap/).

### REQUISITOS LEGALES FEDERALES Y ESTATALES ACERCA DE LA ACCESIBILIDAD PARA PERSONAS CON DISCAPACIDADES

LEY DE AMERICANOS CON DISCAPACIDADES DE 1990 (ADA): La ADA es una ley federal de derechos civiles que prohíbe la discriminación contra personas con discapacidades y requiere que todas las instalaciones públicas y locales comerciales sean accesibles para personas con discapacidades. Aprenda más en [www.ada.gov](http://www.ada.gov).

CÓDIGO DE CONSTRUCCIÓN DE CALIFORNIA (CBC): El CBC contiene las disposiciones de accesibilidad relacionadas con la construcción que son las normas para la construcción compatible. El cumplimiento de una instalación se basa en la versión vigente del CBC en el momento de la construcción o alteración. Aprenda más en [www.bsc.ca.gov](http://www.bsc.ca.gov).