

**Please complete the application forms and either mail or fax them back to the Finance Department. Consult the fee schedule below to determine the total amount owing. If this is a new Business License, include the one time application-processing fee. If you are renewing an existing license, include a renewal fee.**

**STATE LICENSED CONTRACTOR**

State licensed contractors pay a flat-rate business tax that is prorated quarterly and the amount due is determined by the month your company begins work in the City. Select the Business Tax due from the schedule below.

Jan., Feb., March	\$67.50
April, May, June	\$50.63
July, Aug., Sept.	\$33.75
Oct., Nov., Dec.	\$16.88

Add processing fee: **\$64.00\*** - New Applicants or **\$20.00\*** - Renewing Existing Account.

To pay by credit card (Visa or Master Card only), you may fax the application along with a copy of your current state contractor’s card to (805) 449-2289. Please provide the credit card number and expiration date by calling (805) 449-2201.

**Fee Worksheet**

Business License Tax from schedule above:	\$ _____
New or Renewal Processing Fee:	<u>\$ 64.00* or \$20.00*</u>
Total Fee:	\$ _____

**Mailing Instructions:**

Please make checks payable to the City of Thousand Oaks.

Mail To: City of Thousand Oaks  
 Finance Department - Business License  
 2100 Thousand Oaks Blvd.  
 Thousand Oaks, CA 91362

**For any questions please call (805) 449-2201 during regular business hours Monday through Thursday 7:30 a.m. to 5:00 p.m. and alternating Fridays 8:00 a.m. to 5:00 p.m.**

\* Includes State Mandated \$4 fee per AB 1379 - Disabled Access



# CITY OF THOUSAND OAKS

## BUSINESS TAX CERTIFICATE APPLICATION

2100 E Thousand Oaks Blvd, Thousand Oaks, CA 91362-2903  
 Phone (805) 449-2201 - Fax (805) 449-2289 - Email [businesslicenses@toaks.org](mailto:businesslicenses@toaks.org)

PLEASE COMPLETE ALL APPLICABLE FIELDS ON THIS FORM				
Business Name (DBA)			Start Date in Thousand Oaks	
Corporate Name (If applicable)			Federal Tax ID	
Business Address (Physical Address Required)		City	State	Zip Code
Mailing Address (If different from Business Address)		City	State	Zip Code
Business Phone No	Business Fax No	Business Email		
Ownership Type: <input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Co <input type="checkbox"/> Corporation / State _____ <input type="checkbox"/> Exempt				
<b>1) Owner / Officer Name</b>				
Address				Title
Phone No	Social Security No	Drivers License or ID/State	Date of Birth	
<b>2) Owner / Officer Name</b>				
Address				Title
Phone No	Social Security No	Drivers License or ID/State	Date of Birth	
Business Category <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Service <input type="checkbox"/> Manufacturing <input type="checkbox"/> Admin Only				Classification (Office Use)
Detailed Description of Business Activity				
Gross Receipts (12-Month Estimate / Actual)	# Employees	# Vehicles	Bldg Square Footage	
Seller's Permit # or Resale Certificate #	CA Contractor's License #	Class	Expiration Date	
<b>FOR HOME-BASED BUSINESSES LOCATED WITHIN THE CITY OF THOUSAND OAKS</b> <span style="float: right;"><input type="checkbox"/> ADDRESS</span>				
Business owners may elect to exclude the address & telephone number from a business license listing available to the public. If you wish to EXCLUDE your business address or telephone number, check the appropriate box for exclusion. <span style="float: right;"><input type="checkbox"/> PHONE NUMBER</span>				
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: →The Division of the State Architect at <a href="http://www.dgs.ca.gov/dsa/home.aspx">www.dgs.ca.gov/dsa/home.aspx</a> →The Department of Rehabilitation at <a href="http://www.rehab.cahwnet.gov">www.rehab.cahwnet.gov</a> →The California Commission on Disability Access at <a href="http://www.cdda.ca.gov">www.cdda.ca.gov</a>				

Your Business License will be issued under the provisions of Title 3, Chapter 1 of the Thousand Oaks Municipal Code. You are cautioned that this License does not permit operation of a business in violation of other provisions of the Thousand Oaks Municipal Code.

I declare under penalty of perjury that, to the best of my knowledge and belief, the statements made herein are correct and true and that the information is subject to verification. I understand that acceptance of payment by the City does not constitute approval of the Business License; authorization to conduct business is not granted until issuance of the license.

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

FOR OFFICE USE ONLY				
Control #	Staff Initial	License	Amount	Receipt #
<input type="checkbox"/> Update Only	Comments:			



# Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362  
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • [www.toaks.org](http://www.toaks.org)  
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • [www.toaks.org](http://www.toaks.org)

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

DEPARTMENT OF  
GENERALSERVICES  
California Commission on  
Disability Access

[www.cdda.ca.gov](http://www.cdda.ca.gov)  
[www.cdda.ca.gov/resourcesmenu/](http://www.cdda.ca.gov/resourcesmenu/)

### 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).

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

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